



WVCAN Emergency CAC Funding Assistance Policy

The West Virginia Child Advocacy Network (WVCAN) Emergency Assistance Fund (the “Fund”) was established to help member Child Advocacy Centers (CAC) who are in crisis because of natural disasters, state and federal grant reimbursement delays, or other emergencies.

VALUE STATEMENT: Every child in West Virginia deserves the full range of services and support of a CAC. As such, it is the business of WVCAN to support the solvency of each CAC and expansion efforts to serve unserved and underserved communities. To work toward equity, we must acknowledge disparity. This policy is not expected to be utilized by every CAC equally and concurrently, but in a manner that reduces disparities in client services and strengthens organizational capacity. Every CAC faces unique challenges – both expected and unforeseen. Therefore, WVCAN commits that requests from CACs to use this policy will be treated with utmost dignity and respect, while simultaneously working on strategies to support long-term sustainability.

1. **Committee.** The Fund shall be administered by an ad hoc Committee consisting of the following: WVCAN C-Suite staff, WVCAN Executive Committee, and 3 CAC leads appointed by the WVCAN President including one hospital-based CAC, one panhandle or urban CAC, and one rural CAC.
2. **Committee Meetings.**
 - Meetings shall be convened by the Executive Committee, and held on an as-needed basis.
 - All members will affirm the content of the discussions and applications will be kept in strictest confidence. No communication outside of the committee pertaining to CACs’ applications for emergency support will be tolerated. If a breach of confidence is detected, it will preclude participation by that member in all future committee convenings and a new member will be appointed. It will be the responsibility of the President to clarify the expectation of confidentiality as well as revisiting the policy value statement at the beginning of all convenings.
 - Minutes and records of attendance shall be maintained for all meetings by WVCAN Board Secretary.
 - A quorum of the Committee shall be 60% of committee members.
 - In general, meetings should not occur without at least twenty-four (24) hours of notice.
3. **Conflicts of Interest.** Any member of the Committee who has applied for financial assistance in the fiscal year that an active request is made or who otherwise knows he or she has a conflict of interest shall refrain from voting on such matter(s). In the event that the President becomes aware of a conflict of interest, the President shall communicate the same to the member without violating the confidentiality of the process, to the extent possible.
4. **Records Management.** WVCAN CEO must maintain adequate records to report that payments further the Fund’s charitable purposes and that the CACs served are needy or distressed in the manner described in this Policy. Generally, documentation should include:

- A complete description of the need and cause;
 - The purpose for which the financial assistance was given;
 - The objective criteria for disbursing financial assistance to each recipient;
 - The name, address, and amount distributed to each recipient; and,
 - Any conflict of interest or relationship between a recipient and committee members.
5. **Eligibility for Financial Assistance.** Entities eligible for financial assistance are WVCAN Member Centers in good standing.
6. **Application and Review Process.**
- Applicants seeking assistance should complete the application form online on the member section of WVCAN website and hyperlinked [here](#). In the application, the amount of support requested must be included with a sound rationale. The requested amount may not be awarded in full but will be considered based on need and amount available in the Fund.
 - The application must include a signed affidavit from the CAC board president OR an individual who supervises the CAC director which describes the event or emergency that caused financial hardship. This event or emergency must be: (i) an occurrence of any event or combination of circumstances or events that call for immediate action, or (ii) any pressing need following a sudden and unexpected happening, the occurrence of which was unforeseen by the applicant and beyond the applicant's control. Examples of emergency situations that could be considered as a basis for assistance include but are not limited to: a natural disaster such as a flood resulting in destruction of the CAC, extraordinary state and federal grant reimbursement delays which present an impossibility of making payroll.
 - The Committee may request additional information or documentation from the applicant before making a decision. To maintain confidentiality, such requests will be communicated by the President.
 - When the Committee requests additional information, the applicant has five (5) business days from the date of the request to provide the additional information or explain why the information cannot be provided.
 - If the applicant does not provide the requested information within five business days, the application will be considered closed.
 - While WVCAN recognizes that requests to access the Fund are often urgent, it is important for applicants to understand that review, decision, and funds transfer could take more than 2 weeks. An application can always be rescinded if the qualified event resolves before committee decision.
7. **Committee Review and Decision.**
- Financial assistance shall be based on an objective review of the applicant's need or distress caused by the qualifying event or emergency.
 - WVCAN C-Suite staff will prepare a financial recommendation and contract terms based on the merits of the application, circumstances of the emergency, and amount in the Fund which will be presented to the Committee.
 - The Committee will deliberate on the recommendation from the C-Suite staff and award financial assistance by a majority vote of all appointed members of the Committee. Committee decisions are final, and no appeals process is available.
 - Applicants cannot apply for assistance from the Fund more than two times during WVCAN's fiscal year (July 1-June 30) and not before a prior loan is paid in full or forgiven.
8. **Notification and Payment of Financial Assistance.**
- Notification to recipient will be made through a contract requiring signatures from the applicant CAC's Lead and Board President/Supervisor. Terms of the assistance will be

clarified in the contract, including whether the funds are being granted with no expectation of repayment, or if the funds are being loaned and with a repayment timeline. The applicant may negotiate the terms of the contract; however, Committee approval will be required for any changes which will add delay to funds disbursement.

- Payment will be made directly by WVCAN.

9. Management and Solvency of the Fund.

- WVCAN will apply half of all CAC Membership Dues to the Emergency Fund each fiscal year.
- Member CACs have the option during annual Membership renewal to invest additional monies into the Fund (100% of these additional investments will be applied).
- Any Funds left at the end of a fiscal year will be released from restriction to be used in the following fiscal year.
- WVCAN may add additional monies to the Fund at the end of a fiscal year OR upon receipt of an application or applications requesting amounts that exceed the balance of the Fund. All additional investments into the Fund from WVCAN will require full board approval but will NOT overrule confidentiality provisions enumerated herein.
- WVCAN will provide an annual report to Membership on the balance and activities of the Fund without disclosing beneficiaries.