

WORCESTERSHIRE COMMUNITY FOUNDATION EMERGENCY FUND							
Title	Shut-down Protocol						
Reference	015	Version	1.0	Date	03/02/2016	Author	R. Britton
Review	01/09/2018	Notes					
Purpose	To guide activities when the Emergency Fund is closed						

1. The proper closure of the Fund very important and must be managed in a careful, transparent and efficient manner.
2. It may be appropriate for the fund to close when:
 - a. Recovery from the emergency is no longer an immediate and critical issue
 - b. Donation of funds has, to any significant extent, come to an end
 - c. It is unlikely that there will be further requests for grants
 - d. It appears that the public would expect the Emergency Fund to be wound down
3. In such circumstances the Chair will consult with the Emergency Planning Officer to agree the shut-down and an appropriate date.
4. The Chair will inform:
 - a. All Board Members
 - b. County Council's Press Office
 - c. The lead for the WCF Website asking them to take down the Emergency Fund page
 - d. Collection Leads
 - e. Grant Distribution Leads
 - f. Any other individual or organisation involved in the Emergency Fund
5. An appropriate Press Release will be published, this will focus on:
 - a. confirming that the Emergency Fund will be closed from a specific date
 - b. thanking the public for donations
 - c. announcing the total raised
 - d. summarizing the grants awarded and their benefit
 - e. if there are residual funds indicating the arrangement for their management
6. The Treasurer will issue a financial statement summarizing the Emergency Fund at the earliest practicable time.
7. In some cases the value of donations will have exceeded the value of grants it is possible to award.
 - a. If the excess is less than £5,000 it should be held as a restricted fund to be used in any future emergency
 - b. If the excess is more than £5,000 special arrangements should be made to ensure that it is used appropriately.
8. Such special arrangements should be proportionate to the value of the excess but may include consultations with the Collection and Distribution organisations, those who have suffered because of the emergency, the County Council's Press Office, the WCF Board, the Extended Grants panel and any other thought appropriate.
9. Consideration may be given to further support for those who have suffered because of the emergency, a memorial to the emergency, other good causes or such other action which appears to be appropriate.
10. All actions and decisions on the use of any excess must be supported by the Board.
11. All actions and decisions on the use of the excess should be given appropriate publicity.
12. At an appropriate point a Lessons Learned Debrief will be held.