

## WELCOME TO OUR MONTHLY NON-PROFITS NEWSLETTER

### DISASTER PREPAREDNESS PART II: INTERNAL OPERATIONS

Continuing our conversation on disaster preparedness for your non-profit, we know that preparing for the unexpected can seem daunting without a starting point. Here are a couple of to-do's to keep your organization safe and functioning even when disaster strikes from within. (If you missed part I, please read the October edition.)

#### 1. Prepare for Sudden Leadership Changes:

- Create task transition plans, workflow charts, and access to emails and calendars. These steps will aid other staff and board members to be informed of remaining tasks and will make distribution of duties easier. Life happens quickly so having these ready is a great first step.
- Ensure multiple team members are trained to handle critical tasks.
- Maintain detailed documentation of leadership roles, responsibilities, projects, and workflow to ensure a smooth transition.
- Assign a staff or board member who would have the authority to speak on behalf of the organization to the press and the public; in critical incidents, a central spokesperson is essential for consistent messaging.
- Financial Considerations: Identify two people who would have the ability to sign checks. Most banks allow two people to have access to the account, and only they can sign checks and communicate with the bank about the account. Create a plan on how the authorization could be changed to a new person if needed.
- Authority to sign legal documents: Create a plan for who can sign legal documents and what it would take to make changes. This is important if a legal signature is needed for a lease, a major repair, purchase of workspace technology or financial changes.
- Understand rights and limitations in authority and responsibility of each staff and board member. Make sure all team members understand their role and limitations so everyone feels prepared for an emergency.

#### 2. Leverage Board Skills and Connections:

- Identify board members with expertise in areas like finance, legal, and communications, and involve them in disaster planning and response. They will see risks and solutions that improve your plans.
- Use board members' connections to secure additional resources, such as emergency funding, volunteer support, and partnerships with local businesses. Their ability to network and support the organization is doubly important during critical moments.

By following these steps, your non-profit can continue to support your community even in challenging times and support your employees well. An upcoming Bridge Builders session in 2025 will feature Director of Emergency Management Ace Bonnema, helping you design your custom emergency plan and understanding how emergency response works locally.

# NOVEMBER GRANTS LIST

*These funding opportunities have been identified by WACF staff as potential sources for our local non-profit partners. Please take a look at those that might benefit your work.*

## ART PROJECT GRANTS

SOUTHWEST MN ARTS COUNCIL  
DEADLINE: NOVEMBER 13, 2024

## GENERAL OPERATING SUPPORT

COMMUNITY ACTION GRANTS  
DEADLINE: NOVEMBER 15, 2024

## PROJECT SUPPORT

COMMUNITY ACTION GRANTS  
DEADLINE: NOVEMBER 15, 2024

## GENERAL GRANTS- EDUCATION

GEORGE AND FRANCES BALL FOUNDATION  
DEADLINE: NOVEMBER 6, 2024

## GENERAL GRANTS

THE LAWRENCE FOUNDATION  
DEADLINE: OCTOBER 31, 2024

## MUSIC/YOUTH

D'ADDARIO FOUNDATION  
DEADLINE: OCTOBER 31, 2024

## GRANT ROUND ALERT!

### WILLMAR AREA COMMUNITY FOUNDATION

The WACF Community Impact Grant will open November 15! The deadline to apply is January 15th, 2024 at 11:59 PM. Please note the changes in priority areas for this round and our spring Opportunity Gap grant round. **For more information, visit our page.**

## UPCOMING EVENTS IN NOVEMBER 2024

**November 5, 2024: Grant Writing Basics 9AM-12PM**

**November 26, 2024 : Bridge Builders 12PM-1:30PM**

**BRIDGE BUILDERS  
RSVP**

**GRANT WRITING  
RSVP**

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