

RCNA COVID-19 Relief Program

Overview:

Residents of Adams Morgan who have lost their job as a result of the Coronavirus Health Crisis, and need money for rent, food, medical bills or other emergency costs because they have few other options, are able to apply for a one time grant for financial assistance from The Reed-Cooke Neighborhood Relief Fund.

Purposes of the program:

There are various relief programs on both federal and local levels; however, most of these programs are taking too long for applicants to receive funds or applicants are ineligible for funds.

This program will aim to award a one time grants to individuals who qualify.

The program will leverage RCNA's tax-exempt status to incentivize donations.

The program will benefit residents and their employees in Adams Morgan's catchment area.

Grant Qualifications:

- Live in ANC1C
- Have been employed on March 1, 2020, and currently unemployed due to Covid-19;
- Attest to their need for emergency or necessary expense help; and not be receiving other assistance that meets their needs

Application and granting process:

- Step 1: Applicants submit applications online
- Step 2: RCNA reviews applications
- Step 3: RCNA verifies employment status and determine eligibilities are met
- Step 4: RCNA mails checks to approved applicants

Program setup and responsibilities:

Phase	Task
Setup	Program language
Setup	Program alert emails
Setup	RCNA website program update
Setup	RCNA website donation page setup
Setup	RCNA deposit / donate initial fund
Setup	Grant application site

Launch	Launching emails
Application	Application initial review (complete/incomplete)
Application	Applicant employment information verification
Application	Applicant notification
Application	Grant disbursement
Application	Applicant reception notification
Donation	Donor Tax Receipt and gift acknowledgment
Q&A	Q&A from applicants, donors, press...

Financials

- 100% of the funds donated, minus administrative costs will be distributed to those in need, through this program.