Hurricane Florence Relief Trip Funding Guidelines

Contact Name / Grantee:  
Award Amount:  

The following guidelines apply to the grant recipient’s use of the funds awarded through the Carolina Center for Public Service’s (CCPS) grant for hurricane relief trips:

Use of Grant Funds  
The grant funds must be spent only in support of hurricane relief trips and recipients should keep a record of expenses. Use of funds for other than the purposes described in the proposal will require repayment of all or a portion of the grant monies to the Center.

Accounting  
Whenever possible, CCPS will disburse the grant funds for trip expenses to the trip organizer’s department or organization. If funds must be disbursed to an individual, there may be tax implications; CCPS cannot provide advice about this and recipients may want to discuss the implications with an accountant or tax attorney.

Communication  
In all printed materials, products and public statements relating to or resulting from this trip, appropriate acknowledgement of CCPS support should be made as follows: The trip is funded by a Hurricane Florence Relief Grant from the UNC Disaster Relief Fund at The University of North Carolina at Chapel Hill.

Required Reports / Forms  
Grant recipients must submit a summary report within one month of the completion of the trip using a template provided by CCPS. Service data (outcomes/impact, hours, number of students/staff/faculty involved) and a breakdown of expenditures will be requested in the report. Please also submit copies of any publicity, communication materials and/or photographs related to the trip. Submitted photographs must have the proper release forms and permission from the photographer.

The grant recipient is responsible for ensuring all of their group’s participants complete the Emergency Contact Form and Liability Release Form (available on website) and that the forms are kept for their records. In addition, CCPS suggests that grant recipients ask their community partners about additional release forms that they may require.

Preparation and Training  
The grant recipient must complete the Online Disaster Relief Trip Orientation within two weeks of the acceptance of the grant application. The orientation and additional resources can be found on the CCPS website at ccps.unc.edu/news-events/disaster-relief/unc-disaster-relief-trips. CCPS recommends the grant recipient thoroughly review the “How To: Organize a Relief Trip” guide on the website, which was developed to help university students and staff prepare for service trips. It is important that disaster relief work be responsive to community needs and that it does not place an additional burden or have a negative impact on the local community. Both pre-trip training and post-trip reflection for volunteers are key steps in ensuring a beneficial and ethical partnership between UNC volunteer groups and affected communities.

Accepted and Agreed  

Signature of Grantee  
Name of Grantee (Please Print)

Date: ____________________________