**SAMPLE FUNDING DECISION MATRIX**

**DATE:**

|  |  |  |
| --- | --- | --- |
|  | | |
| **THE SITUATION**   * High level overview of the situation (what happened and where) * Quantify as much as possible (# of people impacted, # of fires, etc.) * Update with new information throughout the review process | | |
|  | **SCORES** | **NOTES** |
| Employee Impact |  |  |
| Key Locations Community Impact |  |  |
| Key Client Markets Affected |  |  |
| Severity of Impact |  |  |
| **TOTAL** |  |  |
|  |  |  |
| **Other Considerations** |  |  |
| Average Peer Contribution |  |  |
| Grant Budget Available | $0 |  |
| Matching Gift Budget Available | $0 |  |
| # of Disasters to Date this Year |  |  |
|  |  |  |
| DESIRED CONTRIBUTION LEVEL Direct Gift | $XX | Detail on why this amount and to which organizations |
| DESIRED CONTRIBUTION LEVEL Employee Match | $0 | Include match ration, dollar limits and time limit. Include which relief organizations you are recommending |
| Additional Funds needed outside of existing budget (Y/N) |  | Why this disaster event warrants additional funding |
| Communications Plan |  | High level communication plan for both internal and external audiences |

**Employee Impact Rating:** (Deaths, injuries, loss of homes/displacement)

Extremely Impacts Employees (+500) - 10

Significantly Impacts Employees (250 – 499) - 8

Moderately Impacts Employees Impacts Employees (101-249) - 6

Slightly Impacts Employees (5 -100) - 4

Minimal or No Impact to Employees (0 – 4) – 2

**Key Location Community Impact Rating:** Identify the severity of impact to a community at large if the disaster strikes in a central business operational area or employee center, beyond employee impact (i.e. #’s of community deaths, injuries, homes/buildings destroyed)

Extremely Impacts Community - 5

Significantly Impacts Community – 4

Moderately Impacts Community - 3

Slightly Impacts Community - 2

Little or No Impact on Community - 1

**Key Client Markets Rating:** (Deaths, injuries, loss of home/structures)

Extremely Impacts Client Markets – 5

Significantly Impacts Clients - 4

Moderately Impacts Clients - 3

Slightly Impacts Clients - 2

Little to No Impact on Clients – 1

**Severity of Impact Rating:** (Lack of access to medical treatment, food, drinking water, electricity, shelter, transportation)

Extreme - 5

Significant - 4

Moderate - 3

Little – 2

None - 0

Disasters with higher scores (emphasizing impact to employees) will receive a higher level of funding.

TRACK RECENT DISASTER DECISIONS, BELOW.