

SAMPLE FUNDING DECISION MATRIX

DATE:

THE SITUATION		
<ul style="list-style-type: none"> 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.