

## Vetting Nongovernmental Organizations for Disaster Recovery

*Guidelines for vetting nongovernmental organizations  
for grants in disaster recovery work.*

### Determine which organizations work in relevant funding areas

- Conduct introductory calls and meetings between your organizations to learn more.
- Ask about their programming plans and purposes as it relates to the disaster.
- Ask about the history of their work in the community and/or in disaster work—what has worked well and what hasn't.

### Establish a clear and effective funding process

- Develop a grant application with essential questions that you can alter as disaster needs are clarified.
- Ask for the biographies of program staff as well as their board of directors.
- Request copies of their IRS 501c3 determination/tax exempt letter, Form 990.
- Review the project budget.

### Build open relationships

- Learn about your current grantees, observe their environments, and listen to their challenges and feedback.
- Consider ways to build disaster response capacity through funding prior to a disaster.
- Reach out to existing grantees and assess what they would need when a disaster occurs. Determine if this should be a consideration in existing grants or a reason for new grants.
- Be willing to adapt to often chaotic and fluid disaster situations that require some funding flexibility. This could be as simple as being receptive to no cost extensions.
- Strike a balance between codifying impact and asking too much from your grantee. You have a need to be accountable—they have a need to complete work.

## Send funds and guidelines

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- Be prepared to wire funds to grantees as quickly as possible after an award is made.
- Develop an award letter that spells out all the requirements of the award—when reports are due, the scope of the project, and any other stipulations. The letter should be signed by both parties before funds are sent.
- Provide reporting templates at this time.

## Stay in touch

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- Share your grantees' work and progress with Fund donors.
- Continue to maintain flexibility throughout the project timeline.
- Send a project closeout letter at the completion of work.

## Remember

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The Center for Disaster Philanthropy is here to assist you. Reach out to CDP's staff before or after a disaster has struck your community. They are ready to provide thought-leadership, advice on establishing disaster funds, and connections to colleagues around the nation who can support and inform your efforts.

**Center for Disaster Philanthropy**

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