

FUND AWARD GUIDELINES FOR THE CONSTANCE FUND

March 2021

The Constance Fund provides emergency funds to college students so that they can stay in school and complete their degree and certificate programs, and to mutual aid organizations nationwide that support basic needs for college students. The Fund is administered by the Constance Foundation, a California-based 501(c)(3).

EMERGENCY AID PROGRAM

Eligibility

Any student can apply who meets the following criteria:

1. The student is currently enrolled in at least one course and is working towards a degree or certificate at a US-based university, college, community college, or post-high school trade school;
2. The student is not attending a for-profit college or university;
3. The student is not a family member or business partner of a Board Member, Officer, or Employee of the Constance Foundation, or in any other position in which a monetary award would violate the Constance Foundation's Conflict of Interest Policies.

Selection of Recipients

The Constance Fund will award funds using the following guidelines:

1. A student must complete the online application form to be eligible for funds.
2. Each week, the Fund will specify a total amount available to be awarded that week. This amount will be determined by the Constance Foundation Board, based on Foundation priorities and demand for funds.
3. Applications are reviewed every Monday. All applications submitted between 12:01 AM the previous Monday and 12:00 AM the immediately previous Sunday will be reviewed.
4. Funds will be awarded using the following review process:
 - a. Applications must have all required fields completed with valid entries.
 - b. Applicants must satisfy the eligibility requirements listed in the section *Eligibility* above.
 - c. Applicants attending schools in Southern California¹ will be evaluated first. If no candidates from these schools are selected to receive funds using the process below, the review will move to applicants from other geographies.

¹Southern California is defined as Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, San Luis Obispo and Ventura counties.

- d. Applications will be ranked based on the following dimensions:
 - i. The explanation of how funds will be used and why the use is an unexpected expense. Applications that provide specific detail (e.g. the amount of the bill to be paid, the cause of the emergency, the timeline for funds) will be prioritized.
 - ii. The probability that the Constance Fund funds will enable the applicant to complete their degree or certificate. Applicants close to program completion will receive extra consideration.
 - e. The applications with the highest scores will undergo additional verification:
 - i. Applicants must be available for a short phone call with a member of the Constance Foundation board to verify application material.
 - ii. The Constance Fund will contact a reference or request other documentation to verify the student's enrollment in the listed program.
 - f. If the additional verification is successful, the applicants with the highest rankings are selected to receive funds, until the weekly budget is depleted. If the Constance Fund cannot successfully speak with the applicant or verify enrollment, another recipient will be chosen.
5. A student may receive funds no more than once per 12-month period without board member approval.
 6. If the weekly budget is not disbursed fully on Monday of that week, remaining funds may be disbursed on an as-needed basis during that week, subject to the same guidelines.

Disbursement of Funds

1. Once an applicant is selected to receive funds, the Constance Fund will contact the applicant to collect a mailing address and payment information. This information must be submitted prior to funds being disbursed.
2. If this information cannot be collected in a timely manner by the Constance Fund, an alternate recipient will be selected as per the procedure above.
3. Funds will be disbursed electronically via QuickPay by Zelle, PayPal, CashApp, or Venmo. Additional payment channels may be added in the future.

Submission of Documentation

1. Recipients of funds may submit documentation that funds were spent as intended (e.g. receipts) to info@constancefund.org. This is encouraged if possible but is not required.

Repayment of Funds

1. Some fund recipients may request to repay the funds they were awarded. Recipients are welcome to repay the funds, interest-free, at the time of their choosing to the

Constance Fund via QuickPay or PayPal. Returned funds will be used to fund additional students.

MUTUAL AID QUICK GRANTS PROGRAM

Eligibility

Any student-led mutual aid group addressing basic needs issues, such as food, housing, child care, or school materials, for students at a college or university may apply for a Quick Grant of up to \$2,000. The group must satisfy the following criteria:

1. The student group serves the student population of a US-based university, college, community college, or post-high school trade school;
2. The student group does not primarily serve students at a for-profit college or university;
3. The leaders of the student group are not family members or business partners of a Board Member, Officer, or Employee of the Constance Foundation, or in any other position in which a monetary award would violate the Constance Foundation's Conflict of Interest Policies.

Selection of Recipients

The Constance Fund will award Quick Grants using the following guidelines:

1. A representative of the student group must complete the online application form to be eligible for funds.
2. Applications are reviewed as they are received. All applications will receive a response within seven (7) business days.
3. Funds will be awarded using the following review process:
 - a. Applications must have all required fields completed with valid entries.
 - b. Applicants must satisfy the eligibility requirements listed in the section *Eligibility* above.
 - c. Student groups based at schools in Southern California² will be evaluated first. If no groups from these schools apply, the review will move to applicants from other geographies.
 - d. Applications will be ranked based on the explanation of how funds will be used and why the use addresses students' basic needs. Applications that provide specific detail on application processes, evaluation, equity, and impact will be prioritized.
 - e. The applications with the highest scores will undergo additional verification:

²Southern California is defined as Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, San Luis Obispo and Ventura counties.

- i. A group representative must be available for a short phone call with a member of the Constance Foundation board to verify application material.
4. Funds are available on an ad-hoc basis based on the Constance Foundation's budget.
5. Mutual aid groups with proven track records of success may apply for multiple grants.

Disbursement of Funds

4. Once a student group is selected to receive funds, the Constance Fund will contact the group representative to collect a mailing address and payment information. This information must be submitted prior to funds being disbursed.
5. If this information cannot be collected in a timely manner by the Constance Fund, an alternate recipient will be selected as per the procedure above.
6. Funds will be disbursed electronically via QuickPay by Zelle, PayPal, CashApp, or Venmo. Additional payment channels may be added in the future.