



**Emergency Fund**  
Helping people today for tomorrow

## DEVELOPING A PARTNERSHIP

The Emergency Fund enjoys a wide reach due to our long-term, mutually beneficial partnerships with community-based social service agencies. When developing a new partnership, it is essential that both the Emergency Fund and the potential partner are clear, honest and realistic about allotment expectations, service capabilities and other key functions of a successful partnership.

The Emergency Fund takes a wide variety of factors into account when assessing potential partners:

- ☺ Is the agency experienced in providing social services in its community?  
(year founded; service boundaries; historical highlights)
- ☺ Is the agency experienced in working with the many diverse groups that are represented in the community?  
(ethnicity/race, age, sex, disability, etc. of population served)
- ☺ Is the agency accessible to clients?  
(CTA accessibility; site restrictions such as women only, id's required for entry, etc.)
- ☺ Is the agency equipped administratively and physically to succeed as a partner?  
(availability of necessary office equipment; security/privacy of EF records )
- ☺ Is the agency capable of responding to a variety of needs quickly?  
(emergency services provided; accounting requirements)
- ☺ Is the agency located in an area where we are in need of partners?  
(who else is in the same zip code or community?)
- ☺ Does the agency truly need the program at their site?  
(availability of other emergency funds)
- ☺ Is the agency capable of accepting more clients per month?  
(current number of clients served; Fund Manager workload)
- ☺ Is the agency overly reliant on time-limited contracts, running inefficiently, etc ?  
(diversity of revenue sources; program vs. overhead costs; budget shortfalls; other relevant information from the most recent 990)
- ☺ What can the potential Fund Manager bring to the partnership?  
(availability; knowledge of social service system; length of employment with the agency; ability to link clients to other services; ability to attend meetings; etc.)

*The Emergency Fund's mission is to provide immediate financial assistance to help low-income Chicago area individuals and families through a crisis or transition.*