

## Hill-Snowdon Foundation Initial Response to COVID-19

The Hill-Snowdon Foundation Board approved the following plan of action for HSF’s initial strategic response to the COVID-19 crisis. This would be the immediate response and we would implement most of these measures starting in early April. The plan is meant to be inclusive of both how we respond to support our grassroots and funder partners and how we support staff and board during the crisis. Self-care, wellness and community building are important parts of this plan, as is trying to ensure that our partners have what they need in an expedited and easy manner. Finally, the 2<sup>nd</sup> wave of our response is intended to be developed and launched in early summer 2020. While the first wave is meant to help HSF partners, staff and board manage the life changing demands of the crisis, the 2<sup>nd</sup> phase will hopefully seek to support building the infrastructure for power that is necessary to secure the opportunities for long-term progressive change that are possible due to the crisis.

Emergency/ Emergent Crisis Stage	Wellness (individual/Community)	Grantmaking	Leveraging/Collaboration	Advocacy
<b>1st Wave Response</b>	<p><b><u>Internal/HSF</u></b></p> <ul style="list-style-type: none"> <li>• Provide an additional 10 days sick leave for COVID related illness (self/family).</li> <li>• Authorize a \$300 Wellness Fund for Employees (per employee)</li> <li>• Staff should restrict Zoom meetings to 1 hour or less if possible. If not possible, take 10-15 minute break every hour of the meeting.</li> <li>• Implement a Liberal Break policy -               <ul style="list-style-type: none"> <li>○ Take at least four (4) 15 minute breaks throughout the day that are full breaks away from work either for replenishment or for personal matters.</li> <li>○ Offer modified work schedules for staff with kids for tele-school related demands and/or caring for seniors.</li> </ul> </li> </ul>	<p><b><u>Crisis Management</u></b></p> <ul style="list-style-type: none"> <li>• Provide video-teleconferencing for grassroots partners who need it. Also, explore and make available digital security solutions.</li> <li>• Commit \$100,000<sup>i</sup> to direct service needs associated with the COVID-19 crisis through contributing to pooled funds or initiatives (e.g., community foundations and/or grassroots partners) with a focus on under-resourced areas (e.g., the South, Native American territories, etc.) and/or particularly vulnerable communities (e.g., low or no income people, homeless, domestic abuse victims, etc.).</li> </ul> <p><b><u>Expedite Spring 2020 Major Grants</u></b></p> <ul style="list-style-type: none"> <li>• All HSF major grants for the year will be expedited and grants will be processed in April 2020.<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Continue to engage our funder partners, individually and collectively, to learn and share strategies for addressing the crisis</li> <li>• Work with organizing and advocacy funders in the DC area to map and coordinate our efforts to support their work during this time.</li> <li>• Engage with Grantmakers for Southern Progress to make sure that we are connected to and supporting efforts impacting the South.</li> <li>• Engage with ABFE and other funders focused on Black-led organizing/social change to help make sure that these groups are resourced.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to explore opportunities to sign on and support the direct advocacy efforts of our grassroots and philanthropic partners.</li> <li>• Promote our action plan to the crisis with our philanthropic partners, emphasizing some of the best practices that should persist, like streamlining the grantmaking process and wellness measures.</li> </ul>

<sup>1</sup> There are a few exceptions to this based on other extenuating circumstances.

- Develop an additional bonus pool contribution recognizing increased demand on staff to implement new plans.
- Maintain 100% virtual office for the foreseeable future.
- Arrange weekly family Zoom call for Hill-Snowdon family members to check in with each other (this could be same time each week and the foundation would use our zoom account to arrange these check-ins)

**External/Partners**

- Inspired by [DJ D-Nice's #ClubQuarantine](#), HSF will launch **Mid-Days in the Madness** - a Zoom-based, musical break during the day that will allow our grassroots partners to take a wellness break, build community and connect with one another.
  - 1 hour and a half long sessions, hosted by a DJ playing a variety of music, once or twice a week.
  - This will also provide an opportunity to get real time info on the emerging needs of groups, allow us to share information and promote community building among our partners.

**Increase all major grants by \$5,000**

- All major grants made in April 2020 will be increased by \$5,000, as additional assistance to help address evolving organizational demands.
- The funds for these grants will in part come from HSF's Small Grants Pool.
  - Consequently, we will suspend the Small Grants fund for the time being, but may make other small grant opportunities available later in the year.

**Suspend Grant "Deliverables" for 2020 grants**

- Make sure our grant agreement letter specifies that the use of the major grants made in spring 2020 are for general purposes and do not specify goals and objectives (e.g., deliverables) that they are expected to meet.

**Extend 2020 Final Grants for One Year**

- There are five groups that are scheduled to get final grants this year due to the 8-year time limit and these grants will be extended for one more year.

**Program Related Investment**

The Executive Committee authorizes the

- Elimination of any scheduled interest payments for our PRI's.
- Extension of the term of loan (principal) although an exact time horizon needs to be decided
- Switch to annual rather than quarterly financial reporting.

- Continue to work with Funders for Just Economy and the Neighborhood Funders Group to keep abreast of and participate in their response to help low wage- workers and other severely impacted communities during the crisis.
- Begin engaging and working with funders interested in leveraging a huge investment in Digital Organizing Infrastructure and Technology. This is a critically important need and opportunity for building power and engagement in this time, and that will be an essential complement to more traditional organizing.
  - *Our role in it will be to make sure that grassroots organizations that are Black-led, POC-led, in the South, youth-led, etc. are not left out of this investment, as they tend to be.*