

# Three Rivers' Helping Hands Community Foundation

## Application Guidelines

1. Funds shall be awarded to individuals, families and organizations in Three Rivers Electric Cooperative's service area. Families shall generally include all the individuals residing in a household whether or not they are related by blood or marriage. No more than one application shall be approved for one catastrophic event at one address. The Board of Trustees will make every attempt to distribute funds fairly to each county within the service area.
2. All applicants must submit copies of bids, estimates, bills, and/or paid receipts for which funding is being requested. The annual maximum amount an individual may receive is \$2,500; however, amounts awarded for dental assistance will generally be limited to \$1,000 per individual or \$2,000 per family and amounts awarded for hearing aids will generally be limited to \$1,500 per individual unless there are extenuating circumstances for either dental or hearing assistance. The annual maximum amount for a family shall be limited to \$2,500 per individual up to \$5,000 per family, and the annual maximum amount organizations may receive is \$10,000. Amounts awarded to organizations will generally be around \$5,000 unless the project or program warrants the maximum of \$10,000.

Once a decision is made by the Board of Trustees either approving or denying an application, the applicant must wait a period of 12 months from the date of review before applying for assistance again from the Foundation. No more than one application should be filed for one incident or illness, regardless of duration. Individuals and families shall generally be limited to three awards during their lifetime.

3. When funds are awarded to individuals and families, checks will be generally made payable to the individual or family applicant and another entity which will be the ultimate recipient of the funds (i.e. individual and hospital/merchant), so as to prevent the funds from being used for any unapproved purpose. Checks may be written payable to the individual or family applicant to reimburse for paid expenses if copies of paid receipts are submitted with the application for funding.
4. In accordance with the intended purpose of the Foundation, funds may **not** be used for the following activities and purposes:
  - a. Athletic team sponsorship, advertising;
  - b. General home repair (porches, sidewalks, heating and cooling systems, windows and doors);
  - c. Home reconstruction expenses following fires, floods, tornados and other natural and man-made catastrophic events;
  - d. Direct payment of normal daily living expenses, such as household rent, utility bills (electric, gas, fuel oil, and telephone) except that temporary expenses shall be allowable following the destruction of the applicants home;
  - e. Political purposes, campaigns and causes;
  - f. Automobile repair and purchase;
  - g. Transportation expenses to enable relatives other than parents or caregiver to accompany the sick to travel, or to enable sick persons to travel, other than to receive medical care;
  - h. Purchase of consumer credit counseling services for persons with debt management problems;
  - i. Funeral expenses (generally not approved but may be considered if there are extenuating circumstances);
  - j. Donations to the United Way or other agencies which have the primary goal of collecting and distributing funds to other organizations. However, the intent is not to prevent awarding trust funds to organizations which receive funding from these or other sources, if such organizations operate in accordance with the purposes of Three Rivers' Helping Hands Community Foundation;
  - k. Applications from tax supported entities shall be considered for extraordinary expenses only and shall not be considered for normal administrative expenses such as office equipment or supplies.