

Medical/Benevolence Program Field of Interest Operational Guidelines

FIELD OF INTEREST FUNDS: Field of Interest Funds will be established by The New Horizons Foundation Board of Directors. Each Fund will have an advisory board that is appointed by The New Horizons Foundation Board of Directors to oversee the operation and distributions of the Fund. Donors may give specifically to these Funds.

THE MEDICAL NEEDS FUND –This Fund has been established to make gifts to qualified applicants who have documented medical needs. The advisory board will review applications and award grants based on the money that is available in the Fund. Donors may request that contributions be used to help support approved projects. The New Horizons Foundation has discretion to accept or reject a request by a donor.

When a project is approved, the recipient will receive a letter of notification stating the potential amount awarded and that funds can be used to pay vendors directly if invoices are submitted with a W-9. The program will also be publicized on the Foundation's website to accept donations. These funds are for emergency medical needs, and the project will not stay open longer than 6 months.

THE BENEVOLENCE NEEDS FUND –This Fund has been established to make gifts to qualified applicants who have documented benevolence needs. The advisory board will review applications and award grants based on the money that is available in the Fund. Donors may request that contributions be used to help support approved projects. The New Horizons Foundation has discretion to accept or reject a request by a donor. When a project is approved, the recipient will receive a letter of notification stating the potential amount awarded and the types of expenses funds can be used to pay. If invoices for approved expenses are submitted, with a W-9, they will be paid directly to the vendor provided there are funds in the project and the limits have not been exceeded. The program will also be publicized on the Foundation's website to accept donations. These funds are for emergency medical needs and the project will not stay open longer than 6 months.

GENERAL GUIDELINES – The medical/benevolence fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of

crisis. Assistance from the benevolence fund is intended to fill a short-term need of six months or less.

Those requesting help must be willing to give the Benevolence Fund Committee permission to follow up on any of the information provided to the committee. The committee will be sensitive to confidential issues.

Payments will be made directly to vendors. Payments will require an invoice/bill and a W-9 from the vendor to pay expenses that are related to the approved categories of the benevolence.

Criteria

The stated purpose of the benevolence fund is to meet people's emergency needs. Normally, these needs are defined as:

- Medical treatment
- Transportation to or from treatments
- Professional counseling appointments, treatment, or rehabilitation facilities
- Funeral expenses
- Rent (Rental agreement, invoice, and W-9 needed)

Needs that will not be met by the benevolence fund include:

- Purchase or reimbursement for any personal assets including but not limited to computers, smart phones, or personal electronics, etc.
- Business investments or anything that brings financial profit to the individual or family
- Paying off credit cards. Exceptions can be made when an individual must use a credit card in a crisis or emergency
- Needs of individuals who are wanted by the law or paying fines as a result of breaking the law
- Legal fees
- Penalties relation got late payments or irresponsible actions
- Business ventures or investments
- Fees associated with cable television or streaming services