



Guidelines for Employees Seeking Funding From the HOPES Heroes Fund

Thank you for your interest in applying for funds from the HOPES Heroes Fund. The information below is meant to explain the process of filling out the request, the approval process, and what your responsibilities will be.

Please read this document in its entirety before submitting a request.

HOPES Heroes Fund

The HOPES Heroes Fund is a HOPES employees giving campaign in which employees commit to a monthly gift through payroll deduction.

The mission of the Fund is to support individuals and families currently utilizing HOPES' services and programs, beyond the availability of existing programs and community resources, in order to improve or enhance their quality of life.

HOPES Heroes Committee

The purpose of the HOPES Heroes Committee (known as the Committee) is to oversee and delegate the HOPES Heroes Funds. The Committee consist of 9 to 11 members from a variety of departments within HOPES.

The Committee is committed to:

1. Being good stewards of the Fund
2. Listening to the feedback of HOPES employees
3. Reporting the impact of the Fund

Funding Types

All HOPES employees have the ability to submit a funding request through the IT ticketing system.

Project/Activity Funding

Project/Activity Funding can be requested to assist an individual or family, a HOPES' Program, or an activity led by a HOPES' employee that directly benefits HOPES' clients.

Funding request can be no larger than \$1,000. If the employee has a request over \$1,000, the Committee requires the employee to present their funding request in person to the Committee.

By submitting the request, the Employee understands it is their responsibility to:

1. Make sure there are no other community resources available to meet/support the need of the HOPES patient prior to using HOPES Heroes Funds;
2. Ensure they have exhausted all other funding opportunities both internally at HOPES and externally in the community prior to using HOPES Heroes Funds;
3. Responsibly allocate the funds which are to be used to support HOPES patients only; and
4. Send back a completed Funding Report to the Committee, no later than two weeks after the funds have been spent.

Once funds are spent and the employee has submitted the final Funding Report to the Committee, the employee is eligible to submit another funding request. A HOPES employee can only have one funding request open at a time with the exception of Directors or Coordinators who are managing emergency funding for their Department.

Emergency Funding

It is anticipated the Committee will receive a high volume of requests to solve urgent needs of HOPES' patients. In order to deal with this demand, the Committee decided to allow Departments to apply for a lump sum amount, up to \$150 at a time, to be used as the Department sees fit. This amount may change in the future as the Committee assess the feasibility and sustainability of this distribution method.

In order to apply for this funding, the request must come from the Department Director or Coordinator and they should submit a request through the HOPES' IT ticketing system. By submitting the request, the Director/Coordinator understands it is their responsibility to:

1. Make sure there are no other community resources available to meet/support the urgent need of the HOPES patient prior to using HOPES Heroes Funds;
2. Ensure they have exhausted all other funding opportunities both internally at HOPES and externally in the community prior to using Hopes Heroes Funds;
3. Responsibly allocate the funds which are to be used to support HOPES' patients only; and
4. Send back a completed Funding Report to the Committee, no later than two weeks after the funds have been spent.

Once all Emergency Funds are spent and the final Funding Report is submitted to the Committee, the Department is eligible to submit another funding request. Departments should be aware the Committee has allocated up to 15% of its revenue to go towards this type of funding.

Funding Request Process

It will be the job of the Committee to review and approve funding requests from the HOPES Heroes Fund. The following outlines the process of requesting and awarding funds from the HOPES Heroes Fund.

Request for Funding

All employees will be required to submit a funding request through the IT ticketing system which will require the employee to answer a set of questions. See the *Guidelines for Employees Seeking Funding from the HOPES Heroes Fund* on how to submit a request which can be found on the HOPES Heroes page on the HOPES intranet or a link is posted on the funding request ticket.

The IT Ticketing System

Once the employee submits a funding request, an email notification will be sent to all members of the Committee. This system will be used by the Committee to review funding request, tracking committee member comments/concerns and final approval or decline. It will also be used as the main form of correspondence with the employee.

Review of Funding Request

The Committee has committed to reviewing all new funding requests within ten business days of its initial submission date. During this time, the Committee will review all the information in the funding request and either approve, express concern/comment, deny, or request more information from the employee.

Depending on the initial internal conversation between committee members, the request for funding may be approved right away or a committee member will reach out to employee with a follow up on the status of the ticket at the end of ten business days.

Depending on the amount requested, the purpose of the project/activity, and the number of funding request submitted, the Committee could take up to a month to approve or deny a funding request.

Approval of Funding Request

The Committee has determined it will use “Majority Rules” method for approving a funding request. This means the majority of the Committee members must approve the funding request. In the event of a tie, the Development Coordinator will make the final decision.

The Committee has the right to not award the full requested amount and approve an alternate amount instead. The employee will be notified and then determine if they would like to accept the modification.

Denial of Funding Request

There are several reasons why a funding request may be denied, including, but not limited to:

- Not enough funds in the HOPES Heroes Fund
- Lack of votes from committee members
- Missing information in the funding request
- Questions regarding scope of funding request
- Failure to submit a Funding Report from a prior funding request

In any case, when the funding request has been denied, the Committee will provide the employee with an explanation of denial and state if the employee can submit the request at a later time.

Requesting the Funds from Finance

The Development Coordinator will work with either the Finance department or the HOPES employee to determine a method of payment for the funding request. The options for payment is either by check or credit card, as no cash will be given out.

All funding request payouts will be tracked with the accounting code 8080 and must include the funding request number, which is the ticket number assigned in the IT ticketing system.

Check Request

The Development Coordinator will submit a check request to Finance. Finance could take up to one week for a check to be issued.

No checks will be made out to an employee or HOPES patient. Therefore, the employee must submit an invoice with information as to who the check should be made out to along with a W-9 and a debarment form from the payee. A copy of both forms can be obtained from the Committee or the Finance department.

Credit Card

The Development Coordinator will work with the employee to determine which employee credit card is the best to use when paying the funding request.

Funding Reports

With each approved funding request, the employee is required to submit a funding report to the Committee no later than two weeks after the funds are spent.

For consistency in reporting, a report template created by the Committee will be provided to the employee at the time of notification of approval of the funding request.

The report will be used to report back to HOPES Heroes donors on how the HOPES Heroes funds are being used.

Accountability

If an employee doesn't follow the terms outlined in this document, the Committee reserves the right to deny future funding requests from the employee. If necessary, the employee's leader will be notified.

Disclaimers

1. Considering this program is new and still a work in progress, the Committee reserves the right to make changes as needed based on the type and quantity of funding requests it receives.

2. All funding requests are reviewed and approved on a case by case basis.
3. Not all Funding Requests will be funded.
4. An employee can have no more than one open request at any given time. A request is not considered closed until the funding report is submitted to the Committee.
5. Committee members are allowed to submit funding request but must recuse themselves from involvement in the approval of the request.
6. HOPES employees are not eligible to receive HOPES Heroes Funds.