

FRIENDSHIP FUND CRITERIA

The Friendship Fund at CMH Foundation was created to assist CMH employees in immediate need of financial support due to the occurrence of a crisis or other unexpected event. The Friendship Fund is supported primarily by donations from CMH employees, though occasionally gifts from non-employees are directed to the fund at the request of the donor.

The Employee Committee (the committee) reviews applications for assistance and makes determinations regarding grant amounts and purposes. The committee is composed of employees who are appointed by the CMH Foundation.

Any CMH employee is eligible for grant consideration by the committee, provided that he or she has concluded the 90-day introductory period. Applications may be submitted by any employee on behalf of another employee, or by any eligible employee on his/her own behalf.

Examples of situations that constitute “a crisis or other unexpected event,” which create a financial hardship for an employee, may include:

House fire

Traumatic car accidents

Sudden death within a family

A critical illness or injury where a trip for specialized treatment not available locally might be necessary

Natural disasters causing damage to property including flooding

Requests for assistance must be submitted in writing along with supporting documentation regarding the bill or bills to be considered for payment on the employee's behalf. To obtain an application form, contact the Foundation office. All application information is considered confidential and will not be shared outside of the Committee.

Employees who have completed their 90 day introductory period are eligible to apply for assistance through the Friendship Fund. At the Committee's discretion, up to \$1,000 per employee may be granted in a 12 month period provided funds are available.

The Committee will review each request to evaluate the level of need based on established criteria. Completed request forms are submitted to CMH Foundation. The Committee will notify applicants of the Committee's decision as soon as possible.