



Finn's Fighters Grant and Financial Assistance Guidelines

Last modified July 9, 2020

A. INTRODUCTION

Finn's Fighters is a 501(c)(3) nonprofit organization that is dedicated to increasing awareness of pediatric cancer and supporting families faced with medical crisis in the Tampa Bay area.

Support to families facing medical crisis may be provided a variety of ways, including but not limited to monetary grants payable by check to the beneficiary family, gift cards for necessities, vouchers, tickets, donation or purchase of tangible items, or other forms of assistance.

The methodology for providing such assistance is described in the general guidelines below. Note, the Board of Directors of Finn's Fighters reserves sole discretion to approve/deny any grant request, as well as identify and nominate individuals/families in need who may be appropriate beneficiaries of support from this organization.

B. GENERAL DISBURSEMENT GUIDELINES

In order to provide fairness, transparency and consistency in evaluating grant requests, the following general disbursement guidelines have been established by the Board of Directors in accordance with the mission of the organization.

1. Finn's Fighters does not have any "quotas" with respect to grants. This is so that the organization can remain well positioned to support families as needs arise and may evaluate available funds before committing grants.
 - a. *No Minimums*: The Board has not established a minimum grant amount that must be disbursed in any time period, a minimum number of grants required in any time period, or a required grant disbursement



- schedule. Instead, grant and financial assistance requests shall be reviewed upon receipt to the Board.
- b. *No Maximums*: The Board has not established a maximum total grant amount that may be awarded in any time period, a maximum number of grants or a cap on the number of beneficiaries that may receive grants in any time period. Instead, Finn's Fighters shall endeavor to support families in need in accordance with the primary mission of the organization, with consideration to the organization's available funds.
 - c. All applicable laws and IRS 501(C)(3) requirements apply.
2. The maximum total grant(s) to a single beneficiary family in one calendar year is \$3,000.
 - a. This is calculated by aggregating the monetary value of all grants/disbursements made by Finn's Fighters to the beneficiary family in one calendar year.
 3. All grants/disbursements shall be reviewed by a quorum of the Board of Directors and require a majority vote of those present.

Any exception to the above general grant disbursement provisions require unanimous approval of the Board of Directors.

C. BENEFICIARY ELIGIBILITY

The term “beneficiary” is used below interchangeably with “beneficiary family” to mean the recipient(s) of the grant.



1. A potential beneficiary must be identified or nominated, in writing, to the Board of Directors to be eligible for consideration.
 - a. The Board has established a grant/financial assistance application [found here](#) to streamline this process and collect information necessary to evaluate the request.
 - b. Information about the beneficiary (personal information) and their family's medical needs shall be treated as confidential, and only discussed with the Board of Directors, beneficiary themselves, nominating individual, and if applicable, external individuals required to substantiate/confirm the illness/medical situation mentioned.

2. A potential beneficiary may be identified by the beneficiary themselves (self-nomination), a 3rd party or by recommendation by a member of the Board of Directors.
 - a. In all cases, nomination is required in writing, and the grant/financial assistance application should be completed for this.

3. Qualifying beneficiaries must:
 - a. Be residents of the Tampa Bay area.
 - b. Not have exceeded the maximum total grant amount of \$3,000 per beneficiary family per calendar year.
 - c. Demonstrate a medical need or illness within their family
 - i. Confirmation of such medical crisis to satisfy the Board shall be determined with utmost sensitivity.
 - d. Agree to be considered for a grant/disbursement and to provide required information.
 - i. This requirement is met automatically for self-nominating beneficiaries.



- ii. For beneficiaries nominated by the Board or a 3rd party, the beneficiary family must be informed of their nomination and agree to be considered for a grant.
- e. Any exceptions to the above qualifications require unanimous Board approval.

D. PROCEDURES FOR GRANT APPLICATION REVIEW

The Board of Directors has adopted the following procedures to ensure fairness, consistency and thoroughness in evaluating grant/financial assistance requests.

1. Upon receipt of a nomination in writing or grant application by any member of the Board of Directors, said application shall be shared with all members of the Board of Directors.
 - a. If the nominating individual is a member of the Board of Directors, appropriate notification in writing, such as the grant application form, must be sent to all members of the Board of Directors.
2. The Board shall review all grant applications on a monthly basis at a minimum.
 - a. If possible, particularly for emergent or time sensitive requests, the Board shall review applications on an as needed basis.
3. All communication with the potential beneficiary shall be conducted confidentially and with utmost sensitivity and discretion. Such communication may be required to:
 - a. Obtain the beneficiary's approval for grant consideration and social security number for tax purposes.



- b. Verify/confirm the existence of a medical crisis/illness or other qualifying criteria, if needed.
4. A quorum of the Board of Directors is required to review and vote upon grant applications. Any grant or disbursement shall require a majority vote of the present Board members.
5. The Board shall consider the amount and/or type of assistance requested, if presented on the grant application. However, the Board shall have sole discretion to consider lesser or greater amounts of assistance and/or different types of assistance, as it deems appropriate. Additionally, the Board shall make best efforts to consider the family's current needs, not just the situation at the time of the application.
6. Decisions by the Board of Directors with respect to grants and disbursements shall be deemed final. However, the Board recognizes that a potential beneficiary family's needs may change rapidly during the course of a medical crisis, and they will consider the current state (not just the situation at the time of application) when making a grant decision.

E. PROCEDURES FOR GRANT DISBURSEMENT

1. Upon approval of a grant or disbursement, written notice shall be sent to the beneficiary and nominating individual.
 - a. A copy of this correspondence shall be retained for the organization's records.
 - b. In general, Finn's Fighters may provide support via general monetary grant, gift cards/vouchers, tangible items, or any combination thereof.
2. Grants are to be disbursed to the beneficiary in the following manner:
 - a. For general monetary grants, a check from Finn's Fighters may be made payable only to the named



- member of the beneficiary family in the original grant application (in most cases, the beneficiary may be the individual facing a medical crisis themselves, or the legal guardian of this individual if he/she is a minor).
- i. Checks may not be payable to a beneficiary's corporation or entity in their control.
 - ii. Cash may not be disbursed.
- b. Other forms of grant assistance (e.g., grocery or gas gift cards, travel vouchers, tickets, etc.) may be disbursed directly to the beneficiary.
- i. For record keeping purposes, a receipt with the amount or equivalent cash value shall be provided along with the gift cards/voucher, and a copy retained by the organization.
- c. Support in the form of tangible items (e.g., wheelchair, iPad, computer, other medical items, etc.) may be provided directly to the beneficiary.
- i. These items may be purchased by Finn's Fighters specifically for the beneficiary or transferred to the beneficiary (e.g., items already owned by Finn's Fighters or received by Finn's Fighters as in-kind donations).
 - ii. For record keeping purposes, a receipt with the amount or equivalent cash value of the item(s) shall be provided along with the items, and a copy retained by the organization.
3. Any exceptions to the above procedures require unanimous Board approval.