



## **Westchase Charitable Foundation (WCF) Grant/Financial Assistance Guidelines**

### **A. Introduction**

The Westchase Charitable Foundation was formed with the mission to raise money through a variety of fund raising activities.

The purpose of raising that money is to provide assistance to families within Westchase dealing with sick and/or ill children or parents or a family tragedy.

The methodology for providing assistance is defined in these guidelines providing sufficient discretion to the Board of Directors as deemed appropriate in conjunction with the needs and requests identified.

### **B. Disbursement Guidelines**

The following disbursement guidelines have been established by the Board of Directors in accordance with the mission of the Foundation in order to provide consistency, fairness and order to the process:

1. Given the unpredictable nature and timing of sickness and/or illnesses as it affects children and families, no specific timetable or quarterly type schedule is created;
2. Requests will be reviewed on an ad hoc basis and given consideration by a formal meeting of the Board of Directors. A quorum of the Board is necessary to conduct a meeting and all decisions require a majority vote of those present;
3. Any action deemed necessary to be taken outside of a meeting requires unanimous support of all members of the Board of Directors;
4. Disbursements of funds can take various forms and be approved for a variety of purposes (examples include direct payments via check, hotel/airline vouchers, gasoline cards, etc.);
5. Any single disbursement is limited to an amount equal to or less than \$5,000.00. Any exception to this provision requires unanimous approval of the entire Board of Directors;
6. Beneficiary families are limited to one disbursement per calendar year; Any exceptions to this provision requires unanimous approval of the entire Board of Directors;
7. While no limit is established to the total number of disbursements the Foundation

can provide in any calendar year, within the guidelines described, activity should be consistent with availability of funds available. At no time should the Foundation's cash on hand fall below \$5,000.00. This will allow the Foundation to remain in a strong financial position and enable it to properly continue fund raising events;

8. While it is not the intention of the Foundation to solicit for qualifying recipients of assistance, discretion can be applied for extenuating and appropriate cases to consider rendering unsolicited assistance. The family approval provisions below still apply to this opportunity;
9. All applicable laws and IRS 501 (c) 3 requirements apply.

### **C. Qualifications for Disbursement**

1. A qualifying family must be identified or nominated through proper notification, in writing, to the Board of Directors;
2. Identification can be self-nomination, recommendation or personal knowledge by a member of the Board of Directors;
3. Confirmation of sickness and/or illness must be determined with sensitivity. In all cases except self- nomination, approval for consideration must be obtained from the subject family prior to consideration for disbursement by the full Board;
4. Amounts or types of assistance can be requested and considered as presented. Lesser or greater levels of assistance can be considered within the guidelines defined. In the absence of specific requests, the decision of the Board of Directors will be deemed final and within its authority;
5. Qualifying family must reside within Westchase. Defined boundaries for Westchase are Westchase Community Association (WCA) and Community Development Districts (CDD), Westchase and Westchase East, geographic areas of responsibility and authority.
6. Consideration for disbursements to families living outside of Westchase are limited to one time per year and requires unanimous approval of the entire Board of Directors;
7. All applicable laws and IRS 501 (c) 3 requirements apply.

### **D. Methodology for Disbursement**

1. Upon approval of a Foundation disbursement, written notice to the recipient is to be prepared within 72 hours and delivered or mailed within 7 days;
2. A copy of any and all correspondence to a qualifying family is to be retained for Foundation records;
3. All disbursements must be in the form of checks made payable only to a named member of the qualifying family. Other forms of assistance (gasoline cards, vouchers etc.) must be paid for by check;
4. All applicable laws and IRS 501 (c) 3 requirements apply.

## **E. Requirements to Amend Guidelines**

1. The above listed guidelines have been formally adopted by the WCF Board of Directors by unanimous approval effective January 1, 2006.
2. The Board is hereby bound by said guidelines;
3. The guidelines, as written, can be amended at any time, as deemed necessary, by majority approval of the Board of Directors;
4. The original guidelines, as initially adopted, will remain as written for historical purposes. Any properly approved changes will be added to the end of these guidelines as dated addendums of amendment.
5. All changes will require legal and accounting review before final approval to insure compliance with all laws and IRS requirements.