

	Manual:		Reference:	
	Section:		Created:	05/012/2020
	Subject:	<b>Spread Kindness Fund</b>	Revised:	

**POLICY:**

It is the policy of Fairview Parkwood Communities to provide emergency financial support to team members in time of crisis through the “Spread Kindness Fund”. The fund was developed to help in a moment of need (for example, natural disaster or unforeseen personal hardship), including funds to pay for food, emergency shelter or utilities, rather than solve long term financial challenges.

**KINDNESS FUND:**

The Kindness Fund was established in March 2020 in response to COVID-19. The fund was initiated to aid team members experiencing temporary financial hardship due to the global pandemic.

The fund is maintained through a combination of individual contributions, board allocations, annual campaigns, and/or partnership/service provider donations.

The fund is operated internally within Fairview Parkwood Communities.

**PROGRAM DESIGN:**

The Kindness Fund recognizes hardships and provides a mechanism to support workers in a time of need enabling them to come to work, with less worry. The program is designed to provide:

- Anonymity - maintaining privacy of applicant
- Ease - limiting complexity and detail
- Timeliness - distribute when funds are needed
- Clear Communication - clear expectations of application before, during and after

**ELIGABILITY GUIDELINES:**

Eligibility for the fund required a precipitating ‘event’ and resulting financial hardship including:

- Natural disasters
- Major illness
- House disruption (fire, flood)
- Loss of work (sick time/vacation time not available)

 <i>Fairview</i>	 <i>Parkwood</i>	Manual:		Reference:	
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**PROCEDURE:**

1. Team Members are to complete the application in full; the application is designed to be completed with ease and a level of documentation that is readily available; applications are available on policy manager.
2. Applications will be sent directly in confidence to the Director, Administration within the Fairview Parkwood Communities Resource Team.
3. Completed applications will be reviewed upon receipt (removing personal details, such as name).
4. Decisions regarding the application will be made utilizing established criteria to maintain consistency.
5. Final application decisions will be made by the Resource Team.
6. Gift cards may be issued without committee approval.
7. Maximum amount to be issued is: \$500; funds can be disbursed electronically or by cheque, directly to the individual.

**CRITERIA:**

1. The applicant must be an active employee of Fairview Seniors Community or Parkwood Seniors Community.
2. The crisis is a result of an unexpected event (emergency) that is beyond the applicant's control and could not be expected to be adequately prepared for through responsible financial planning and budgeting.
3. Funds can only be granted for expenses that can be proven at the time of application; future expenses are not covered.
4. The application must be completed in full; all information provided is true.
5. A team member must apply for a grant within 90 days of the hardship event.
6. A team member may apply to the fund a maximum once per calendar year.
7. All approvals are conditional on the availability of funds in the Spread Kindness Fund.

***Please do not send medical documentation with your application.***