



GRANT APPLICATION – INFORMATION AND INSTRUCTIONS

The Yellow and Black Giving Back Foundation (the “Foundation” or “Fund”) was established to foster our PHI community by supporting employees who are experiencing hardship. The Board of Directors and the Distribution Committee serve as stewards for the Fund to ensure that the grants awarded meet the mission, criteria and guidelines of the Foundation.

Before starting the application process, please review the following eligibility criteria and guidelines:

Who is Eligible to Apply for Assistance:

Only PHI employees (PHI Corporate, PHI Americas, PHI Health, PHI International, PHI Technical Services, PHI Helipass, etc.) are eligible to apply for and receive assistance from the Foundation, based on the following eligibility criteria:

- 1) You must be employed directly by a PHI Division at the time of the event causing the hardship, as well as when assistance is provided;
- 2) You must have experienced an event that qualifies for assistance, as described below;
- 3) The event causing the hardship typically must have occurred within the previous 90 days; and
- 4) You must have not received assistance from the Fund within the previous 12 months (exceptions may be made depending on the circumstances presented).

Dependent Guidelines

When reviewing your application, your number of eligible dependents will be considered. Eligible dependents include:

- Spouse (unless legally separated); and
- Dependent children under age 26.

Events That Qualify for Assistance:

The Distribution Committee (also called the “Yellow and Black Giving Back Committee”) will make a determination of critical emergency need and level of assistance available for each situation based on the information provided in the application. For the purposes of the Fund, an emergency is defined as “an unexpected event or catastrophe that is a non-recurring or an unavoidable situation of a serious and urgent nature.” These include:

- 1) A natural disaster, such as fire, flood, hurricane, tornado, or earthquake;
- 2) Critical illness, serious injury or death affecting you and your immediate family:
 - Unexpected costs arising from or relating to illness or incapacity which is not covered by insurance or other payments (other than medical bills); and
 - Costs associated with your death or the death of an immediate family member.
- 3) Other qualifying emergency or crisis situations:
 - Avoidance of eviction from your primary residence;
 - Losses to property (including your primary residence) as a result of fire, flood, or other occurrences which affect you but are not classified by the authorities as natural disasters that otherwise qualify for relief;
 - Losses from crime are not generally covered but will be considered on a case-by-case basis;
 - Incidents of domestic violence requiring you or an immediate family member, who is the victim, to seek alternative living arrangements; and
 - Your military deployment or the deployment of an immediate family member.

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Events That Do Not Qualify for Assistance:

The Fund does not provide financial assistance for:

- General financial hardships that are not created by a disaster or an unexpected tragedy (e.g., hardship related to management of household finances);
- Financial hardships resulting from routine expenses (e.g., home repairs, car maintenance, etc.) even if unexpected;
- Costs related to divorce or separation, including costs related to child support;
- Benefits premiums while on leave of absence, medical deductibles, or any insurance deductibles;
- The Fund is not intended to serve as an insurance policy or to replace the need for fire, flood, home, health and/or life insurance.

Applicant Steps:

- 1) Complete the Employee Grant Application for Assistance form.
- 2) Attach any applicable or additional documentation that will help the Distribution Committee better understand your situation.
- 3) Submit the Employee Grant Application for Assistance form to PHIFund@YellowandBlackGivingBack.org.

Foundation Steps:

- 1) Once you have submitted your application and documentation, you will be notified of the receipt of the application by the Foundation Coordinator, your application will be reviewed with you.
- 2) The Foundation Coordinator will assign a case number to ensure strict confidentiality, only the Foundation Coordinator will know your personal information. Your completed application will be forwarded to the Distribution Committee.
- 3) The Distribution Committee will review your application without or with limited identifying information and will either approve, approve with a modified recommendation, or reject the application with supporting explanation.
- 4) Generally, a response will be provided back to you with 3 to 4 weeks, depending on the timing of the Distribution Committee meetings. A meeting may be called based on the sensitivity of the circumstances.
- 5) The Foundation Coordinator will notify you of the outcome of your application as soon as a decision is made.
 - If your application is approved, the Distribution Committee will issue a check in your name and mail it to the designated address.
 - If your application is denied, you will receive a formal letter explaining the reason for the denial.

Grants typically range between \$500 and \$3,000, depending on the situation. If the circumstances require a greater award than allowed, the Committee will review on a case-by-case basis.

If you have any questions, please contact the Foundation Coordinator at 602-224-3501 or email PHIFund@YellowandBlackGivingBack.org