



**The Hignell Companies Foundation**  
*A fund of North Valley Community Foundation*

**EMPLOYEE CARE FUND**

## WHY THE FOUNDATION EXISTS

At The Hignell Companies Foundation we closely align with our corporate mission: *Creating Caring Communities that Transform Lives*. Our focus clearly states who we are and our core beliefs. We start with our employees and seek to build opportunities within our managed communities and the community at large.

Our giving reflects our trust in God:

- To bring transformation within our sphere of influence: our employees, our customers, the cities of Chico and Oroville, and beyond.
- To make our company a supernatural incubator from which people are launched into their divine destiny.
- To provide financial resources beyond our wildest expectations: to meet the needs of employees, customers, and community for whom we are called to care.

And, our methods are simple: we work in and through relationships, seek to honor and encourage one another, demonstrate unwavering integrity, practice uncommon generosity, and foster growth and innovation.

Our giving programs—our Employee Care Fund and our Community Impact Fund—embody these principles and beliefs. Our hope is that we might reflect God’s love through our own practice of uncommon generosity and truly inspire our employees and the community at large to live out their divine destiny.

### **Major Impact Initiative**

Each year the Executive Team and the Community Impact Advisory Team may choose a major impact initiative to focus some or all of the giving for the year. In addition to monetary grants, employees of The Hignell Companies Foundation will be invited to offer gifts of time to focus on this initiative.

## GRANT GUIDELINES FOR EMPLOYEES

The Employee Care Fund of The Hignell Companies Foundation provides financial resources for employees of The Hignell Companies and their families. Grants are available for educational scholarships, medical respite, personal support, and Christian spiritual growth and transformation.

### **Eligibility Criteria**

- An employee may receive only one grant within a twelve-month period. (Exceptions may be made for medical respite.)
- Applicant must be employed at Hignell for at least six months prior to submitting an application.
- Applicant may be eligible while on an approved leave of absence (for no more than one year) if applicant was an active employee for at least six months prior to this application.
- All applicants must be employees without a written warning in the last 12 months, AND an average of 3.0 or better at their last evaluation.



**The Hignell Companies Foundation**  
*A fund of North Valley Community Foundation*

**EMPLOYEE CARE FUND**

**Fund Priorities**

- Educational Scholarship
- Medical Respite
- Personal Support/Other
- Christian Spiritual Growth and Transformation

**Finances**

- A grant will not exceed 50% of the qualified need up to \$500.00 (Exceptions may be made for medical respite and natural disasters.)
- The maximum gift amount is not guaranteed and in some cases a lesser amount will be awarded.
- All payments are made directly to vendors rather than to individual applicants whenever possible.

**Process**

The Employee Care Fund Advisory Team is comprised of outside (non-employee) members who are charged with reviewing applications for the Employee Care Fund and making recommendations to the Executive Team for final approval.

1. An interested applicant will go to the ESS to download guidelines and an appropriate application form.
2. She/he will fill out the form and submit to the Company Liaison to deliver to the review team.
3. When a final determination is made, the Liaison will notify applicant by written letter and process the grant for payment to the vendor on the application.
4. Questions or comments may be addressed to The Hignell Companies Foundation Liaison, Tina Rosenquist at Tina@Hignell.com.

**GUIDELINES FOR EACH PRIORITY**

**1. Educational Scholarships**

The Employee Care Fund is not set up to cover the full extent of educational costs for an employee, but to supplement and support the pursuit of further education of an employee or family member of an employee.

Examples of FUNDABLE expenses:

- Tuition for a 2-year, 4-year, or certificate program
- Tuition/Fees for continuing education
- Educational camp fees
- Internship participation fees
- Conference fees
- Books or other materials
- Computer or other technology needed for school

Examples of UNFUNDABLE expenses:

- Recreation program fees
- Extra curricula program fees
- Wages lost in pursuit of a degree
- Transportation to and from school
- Uniforms or other clothing



**The Hignell Companies Foundation**  
*A fund of North Valley Community Foundation*

**EMPLOYEE CARE FUND**

**2. Medical Respite**

The Employee Care Fund is not a substitute for medical or other insurance. Employees do not automatically qualify for a grant when they, or a member of their immediate family, are diagnosed with or suffer a life-threatening or serious illness or injury. There must be a resulting financial need including an inability to pay basic living expenses.

Examples of FUNDABLE expenses:

- Medical expenses (not eligible for reimbursement by insurance)
- Insurance deductibles and out-of-pocket medical expenses
- Rent or mortgage payments, if due to illness or injury
- Adaptive modifications to property (such as a wheelchair ramp)
- Limited hotel accommodations to accompany hospitalized qualified dependent
- Essential utility bills-electricity, heat, water, etc.
- Basic living expenses (such as food and clothing)

Examples of UNFUNDABLE expenses:

- Legal fees
- Non-essential utilities (cable, phone, etc.)
- Lost wages
- Furniture, appliances, electronics
- Medical Premiums

**3. Personal Support/Other**

This is a discretionary priority to include a variety of concerns such as property damage due to natural disaster, personal hardship due to crisis, etc. Please review the lists in the other priorities for what isn't fundable before submitting an application under the priority of personal support/other.

Examples of FUNDABLE expenses:

- Repairs to home due to natural disaster
- Transportation to visit a loved one in need
- Bills that were incurred by someone else for which you are responsible

In the event of a catastrophic loss due to a qualified disaster (as defined in section 169 of the Internal Revenue Code), applicants can apply for support for recovery costs that exceed other sources of funds such as FEMA grants, insurance, and other government or nonprofit grants. Such support cannot be for income replacement such as lost wages.

**4. Christian Spiritual growth and Transformation**

The Hignell Companies Foundation is interested in investing in the personal and spiritual development of its employees.

Examples of FUNDABLE expenses:

- Conference fees
- Counseling fees
- Books or other materials
- Retreat fees