

CommutAir Cares Grant Decision Guiding Principles and Guidelines

Mission

The Mission of CommutAir Cares is to provide financial assistance for CommutAir employees, affiliates and stakeholders in their time of need.

Purpose of this Document

In order for CommutAir to make Grant Decisions that are consistent, appropriate, explainable and transparent, the Board needs a structure for its decision-making process that directs how it should assess the situations, what criteria should be used for making determinations, and how any amounts of grants are derived.

The Guiding Principles and specific Evaluation Criteria will articulate how this process will work.

Guiding Principles

Avoid biases in decisions

Decisions will not be based on how well requestors are known by board member(s), how aggressive the requestors are in asking for aid, or requestors' language skills in making a written application.

Adhere to its purpose and mission

The purpose of the program is to meet unplanned circumstances and needs of eligible requestors. It is not to fund requests that may have merit but do not represent a critical need. Grants will be a one-time dispensing of funds. CommutAir Cares will not function as an on-going relief program to address a long-term situation.

Follow established requestor process

The Board assumes that whoever is requesting assistance is already in a distressed situation. Therefore, it will make all efforts to smooth the application process so as not to unduly stress the requestor or draw out the timeline. Certain criteria will be laid out for requests and made clear to requestors. From time to time, additional information may be asked of the requestor, as determined by the Board, to help clarify situations.

Seek CommutAir community feedback

The Board will at least annually request feedback on the program from the greater CommutAir community, with the purpose being to improve the program ongoing.

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Evaluation of Need

The request must provide sufficient detail to evaluate each of the following criteria. If it does not, the CommutAir Cares board may request additional information, either in writing or by phone interview.

1. **Personal**: Grant will aid a CommutAir employee, affiliate or stakeholder, their family member or other closely related person, or an organization with which they have a direct on-going association. Grants may also support a category of CommutAir associates. For example, disaster relieve in a geographic area where a considerable number of associates live.
2. **Triggering Event**: The event causing the need for aid was specific, sudden and unexpected. The situation developed/continues through no fault of the requestor.
3. **Timely**: Event occurred recently enough that grant will have a direct impact, generally within six months of the application.
4. **Last Resort**: Requestor has made reasonable efforts to secure other forms of support, and none were either available or were insufficient.
5. **Specific Use**: Requestor has specified how the funds will be used. That use will have a direct impact on relief from the situation.

Determination of Amount

The amount of grant is appropriate to the situation and consistent with similar grants by CommutAir Cares. The determination criteria is as follows:

1. No single grant award shall exceed 10% of CommutAir Cares current cash balance at the time the request was received. If the grant request is approved and the requested amount is for more than 10% of the CommutAir Cares current cash balance, it will be adjusted to reflect the maximum allowable grant.
2. Awarded grants will be adjusted dependent on the voting confidence of the Board of Directors. The Board will adjust grant awards based on the following guidelines:
 - a. A unanimous vote of the participating Board Members will award 100% of the requested amount up to the maximum laid out in #1 above.
 - b. Any vote with at least one dissenting vote of the participating Board Members will reduce the grant award by 15% of the requested amount or the maximum award, whichever is less. If the vote is a simple majority, the provisions of Part C. will prevail.
 - c. A simple majority vote of the participating Board Members (i.e. Four voters (3-1), Five voters (3-2) Six voters (4-2), Seven voters (4-3)) will reduce the grant award by 25% of the requested amount or the maximum award, whichever is less.

After a request receives an assenting vote, any Board Member may move to change (reduce or increase) the voted-on amount and/or propose that the amount be distributed in tranches. That motion will be determined by a simple majority vote

(Example: A request for \$2,000 is received. This is voted on and carries with a 3-2 majority)

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of the 5 participating Board Members. This turns the grant amount to \$1,500. A Board Member moves that that amount be distributed as \$1,000 immediately and \$500 after 3 months. This is put to vote and carries by a simple majority)

Process

1. CommutAir Cares board member receives application. Unless extenuating circumstances, the application will be submitted using the standard form
2. The application is sent to the Secretary who logs it and;
 - a. Immediately distributes to full Board for comments.
 - b. Requests feedback for additional information needed, if any
 - c. Requests consensus of Board Members, if special meeting is needed for making a decision.
3. If necessary, the Board schedules a phone interview of the requestor with one or two board members. Preferably one of the board members is from the same department as requestor (Pilot, Flight Attendant, Maintenance, etc.) During the phone interview, board members will obtain additional details and context that will inform the evaluation.
4. At a regular or special board meeting, or via email if scheduling a meeting is not possible in a timely manner, a quorum of board members will decide whether to approve the request, and the amount to be approved.