



The Ohio Masonic Home Foundation provides limited financial assistance to eligible employees who are experiencing economic hardship due to certain emergency situations. This fund is made possible through generous donations from employees and others. The fund has limited monies. Once exhausted, grants will not be given until such time the fund has sufficient monies to continue to support OMH employee requests.

Guidelines:

1. Employees must meet the following eligibility criteria:
 - a. The employee must have worked for The Ohio Masonic Home or its affiliates for a minimum of one year.
 - b. The employee must be full time or part time.
 - c. The employee cannot be on a written or final written warning (as described in the Employee Handbook section “Behavioral Expectations”).
 - d. The employee agrees to keep the dollar amount and terms of any grant confidential.
2. Eligible employees may apply once every three (3) years.
3. The maximum grant amount allowed is up to \$1,000.00.
4. The employee must complete an OMH Employee HOPE Application. Applications can be found on the Ohio Masonic Home website at <https://ohiomasonichome.org/employee-resources/hope-program/>, ask your Human Resource representative, or email request to foundation@ohiomasonichome.org.
5. An application must be completed and proper documentation included in order to be considered for financial assistance. If the request is to pay a past due bill then the most recent statement should be submitted along with the application.
6. The completed application and any supporting documentation should be sent to Steve Petitjean, Executive Director, Ohio Masonic Home Foundation, marked CONFIDENTIAL. It can be sent via email at spetitjean@ohiomasonichome.org, or to OMHF c/o Steve Petitjean at 2655 W. National Road Springfield, OH 45504.
7. Your application and documentation will be submitted anonymously to the OMH HOPE Committee for review. The HOPE Committee will make a determination within two weeks of receiving the application. Once a decision has been reached, the employee will be notified as soon as possible; first by phone, then by letter, indicating if the Committee will or will not be able to provide financial assistance.
8. If the application has been approved, a check will be mailed to the recipient or entity as soon as administratively possible.
9. Receipts for the use of the funds will be required for auditing purposes.
10. The committee reserves the right to make exceptions to elements 1, 2 and 3 listed above.