



Heart & Hand for the Handicapped

GENERAL RULES FOR DISBURSEMENT 2018

Approved on March 20, 2018

Will go into effect starting 2019 and for all subsequent years

1. All disbursements must comply with current HHH bylaws and restrict grants to organizations in India and the United States only involved in empowering and serving differently abled children by providing necessary treatment and rehabilitation services
2. There will be a disbursement team of 3-4 current EC members who will be nominated annually by the HHH Executive Board in January to review feedback forms and grant applications. President and Treasurer shall be part of this team.
3. The disbursement team will create an EXCEL spreadsheet with the info from the feedback forms and new grant applications to share with the Executive Committee two weeks before the disbursement meeting
4. The disbursement team **may** seek guidance from Executive Board members on the issues of concern regarding the **Eligibility** and **the Amount** of grant to a specific institution.
5. General funds are defined as those funds available for disbursements where the Executive Committee has the discretion for grants (does not include Donor Designated funds-DD).
As per current By-laws Donor Designated Funds shall incur 3% administrative fee.
6. Feedback forms including **FCRA certificate must** be submitted to provide grants to existing organizations (i.e., organizations we have supported in the past year and continue to do so)
7. For existing organizations, grant increases can be awarded based on the need as outlined in the grant application and further discussion with the Executive Committee.
 - a. For medical, treatment and rehabilitation needs (i.e., corrective surgery, adaptive devices, rehabilitation services to include training and education).
 - b. Increase in grant amount shall be in the range of **20 % to 30%**, depending on the need of the organization as detailed in their application and the availability of funds.
8. For qualified **new** organizations, grants from the general funds in the first year should be limited to no more than **2%** of net funds available for general disbursement
9. Full details of disbursement (i.e., brief information about the organization, breakdown of type of grant application such as Donor Designated or general fund) approved by the E.C. Shall be circulated to the HHH Advisory Board Members as well as posted on the website.
10. All funds shall be disbursed by April 30st but no later than May 15th.