



GUIDELINES

Updated 4.2026

The Ohio Masonic Communities 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 money. Once exhausted, grants will not be given until such time the fund has sufficient money to continue to support OMC employee requests.

GUIDELINES

1. Employees must meet the following eligibility criteria:
 - a. The employee must have worked for The Ohio Masonic Communities or its affiliates for a minimum of one year.
 - b. The employee must be full time, and remain in this status for six (6) months.
 - 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 two (2) years.
3. The maximum grant amount allowed is up to \$1,250.00.
4. The employee must complete an OMC Employee HOPE Application. Guidelines and applications can be found on the M-drive: *MS Templates/HR Commonly Used Forms* folder or by contacting Rachael Kemnic, Director of Development, Ohio Masonic Communities Foundation. Email: rkemnic@omcoh.org or Phone: (937) 525-1753.
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 Rachael Kemnic, Director of Development, The Ohio Masonic Communities Foundation, marked CONFIDENTIAL. It can be sent via email at rkemnic@omcoh.org, or to OMCF c/o Rachael Kemnic at 2655 W. National Road Springfield, OH 45504.
7. The HOPE Committee will make a determination within two weeks of receiving the application. Applications will typically be reviews on the 2nd and 4th Monday of the month. 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 guidelines 1, 2 and 3 listed above.