

# THE HAVEN FOUNDATION

## Guidelines for Assistance

The mission of The Haven Foundation is to strengthen and sustain the careers of freelance professional writers, artists and others connected with the entertainment industry across the United States (“qualified persons”). The Foundation accomplishes its mission through direct financial assistance to qualified persons, including emergency relief assistance and financial support.

### What The Haven Foundation Offers

#### Financial Support

Please see “Criteria for Assistance” for information on how The Foundation determines the level of financial assistance for each applicant.

Receipt of a completed Confidential Application for Assistance is required before The Foundation will consider a request for financial assistance.

#### Chronic Illness or Injury Grant

In situations where a qualified person is dealing with a health crisis due to a recent chronic illness or chronic condition due to a recent injury or illness and where there is a question about returning to work. The Foundation’s Grant Committee will determine whether a grant offer will be made. Grants are for one year and may be renewed for up to four more years, provided that the recipient submits a supplemental application annually, and that such supplemental application is approved by the Grant Committee. Renewal grants may not be for the same amount as the original grant. The amount of the renewal is to be determined by the Grant Committee.

### Eligibility for Assistance

In order to be eligible for assistance an applicant must be:

- **A freelance qualified person.** The Foundation defines the group to include all persons connected with the artistic or entertainment industries including, but not limited to authors, actors, singers, dancers, directors, producers, choreographers, musicians, artists, screenwriters, technical support professionals or other performers. The Foundation considers the following media categories as part of the entertainment industry: books (including audio books), movies, music, theatre, dance and television.
- **A professional.** An individual who is committed to his/her industry or work, who has derived at least 1/3 (33.3%) of his/her income over the past three (3) years from his/her personal production, performance or other work in the industry.
- All work must be done by the qualified person; all work must be done in the United States. A qualified person that makes a portion of his/her income in a related activity such as teaching classes relevant to his/her field may also be eligible for support.
- **Experiencing a specific career-threatening emergency.** The qualified person must have experienced a recent, unforeseen emergency or triggering event that has significantly and adversely affected the qualified person’s ability to produce, perform and/or market his/her work and, thus, creates the need for immediate relief funds and/or assistance. The Foundation is not able to assist in situations of financial need that result solely from lack of employment, poor sales and/or poor business practices.
- **Legal US resident.**

## Criteria for Assistance

All applicants must meet the basic eligibility requirements described above and submit completed applications with all required supporting documents in order to have their applications reviewed.

The Foundation's decision about the amount of funding, the type of funding and an applicant's access to other services shall be based on any or all of the criteria listed below. The significance of each criterion varies depending on the type of assistance.

- 1) **Degree of distress caused by the situation**
- 2) **Applicant's ability to run a professional business**
- 3) **Quality of and interest in the applicant's work**
- 4) **Need**

## Application Procedure

Applicants must fill out and mail the application form with all requested information. **Incomplete applications cannot be considered.**

The completed, signed and dated application and supplementary materials should be sent to The Foundation's office. If the application package is deemed complete by The Foundation's staff it will be submitted to The Foundation's Grant Committee for consideration. The Foundation will make every effort to expedite the decision-making process so that we can respond to applicants quickly. If the application is not complete, the applicant will be notified.

The Foundation does not discriminate against applicants based on sex, race, religion, color, age, national origin, disability or sexual orientation.

## Approval, Disbursement of Funds & Reporting

Once the application has been reviewed, the applicant will be notified.

The Foundation requests that beneficiaries provide periodic reports concerning their recovery from the emergency. **These may be requested on an annual basis for up to five years after The Foundation's assistance.** We will provide beneficiaries with advance notice of any deadlines and reporting requirements.

## Confidentiality

All information provided by applicants remains confidential, unless the applicant has deemed otherwise.

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## Application Checklist

Please complete the checklist below to make sure that all required materials have been included in your application package. Note that an application is not complete without the items listed below. If the situation has caused some of these items to be unavailable, please include an explanation with the application. This checklist is solely for your own use. It does not need to be included in your application package.

Completed and Signed Application.

Resume.

Supporting Documentation: Medical records/bills, police reports, etc.

Documentation of your work (books, articles, color and/or black & white copies, brochures, CD/DVD/VHS, etc.) Electronic versions or web address where your work can be seen is also acceptable. If you would like any materials returned, please include a list of items to be returned and a self-addressed, stamped envelope.

IRS 1040 Forms and Schedule C's for the last five years.

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<b>Mail completed application to:</b>	<b>Grants The Haven Foundation P. O. Box 128 Brewer, ME 04412</b>
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