

HORACE COUSENS FUND: Guidelines for distribution of funds

The Horace Cousens Fund Industrial trustees and Director will meet annually with representatives of the entity which holds the Fund's endowment (currently Rockland Trust) to set the amount of money available for distribution to applicants over the course of the following fiscal year. Added to this amount will be any further monies allocated to the fund. The total will be used to support client requests in accordance with the following guidelines:

- Grants shall be provided to residents of the City of Newton, Massachusetts who are facing financial hardship and are unable to meet their financial obligations.
- Amounts awarded will vary depending on circumstance but will generally not exceed \$750.
- Frequency of financial assistance will generally be limited to once per calendar year per individual.
- Payment will be made directly to the individual or entity to whom the money is owed.
- At least two out of three trustees must agree to proceed with disbursement of funds.

These financial award guidelines may be overridden in the case of an emergency, or in the event of situations deemed sufficiently serious by the board of trustees to merit an exception. The trustees will consider several criteria in determining if and how much funding will be awarded. This will include, but not be limited to an applicant's current assets; overall financial situation; and other resources available to ameliorate the need.