

Guidelines for the Operation of The Ohio Suicide Prevention Foundation First Step Fund

Consistent with its charitable mission, the Board of Directors of The Ohio Suicide Prevention Foundation (“OSPF”), a charitable organization that is classified as a public charity under Section 501(c)(3) of the Internal Revenue Code, has approved the formation of the First Step Fund (the “Fund”).

Statement of Purpose

The Fund is established to help survivors of suicide loss take the first step to healing by providing financial support. Specifically, the Fund is for the benefit of immediate family members of an individual who has died by suicide (“Loved One”). The family member applying for a Fund grant or the Loved One must be or have been an Ohio resident, and the grant from the Fund must be used to reimburse or pay for services in Ohio. A “family member” of a Loved One includes his or her spouse or partner, child, parent, grandparent, sibling, or aunt or uncle. Family members include those related by biology, adoption, or by marriage (such as a stepchild or stepparent). Only one grant can be made for the cumulative benefit of all family members of a Loved One.

Selection Committee

A selection committee will oversee any grants provided by the Fund and select individuals to receive grants from the Fund (the “Selection Committee”).

Selection Committee Membership. The Selection Committee is a three to five member committee chosen by OSPF’s Board of Directors (the “Board”), and, from the members of the Selection Committee, the Board will choose the Chairperson of the Committee. Directors may serve as Selection Committee members.

Selection Committee Operations. The Chairperson shall be present at all Selection Committee meetings, and, at a meeting of the Selection Committee, the act of a majority of the full number of members of the Selection Committee shall constitute the act of the Selection Committee. At least one day notice of any such meeting shall be given to all members of the Selection Committee. The Selection Committee shall provide a report of all grants made from the Fund to the Board. All business of the Selection Committee shall be confidential as to persons outside OSPF.

Allowable Grants from the Fund

The Fund may provide a grant to reimburse a family member of a Loved One for expenses related to the death of the Loved One (“Expenses”). Alternatively, the Selection Committee can make a grant directly to a service provider to pay for a portion or all of the Expenses. Allowable Expenses include, but are not limited to, expenses related to funeral and memorial services,

cremation, grave markings and urns, obituaries, death certificate copies, and bio-cleaning services. Grants shall not exceed \$1,000 per Loved One, but it is anticipated that most grants from the Fund will be \$500 or less. Notwithstanding the foregoing, the Selection Committee may present extraordinary events that warrant an increase above the \$1,000 limit to the Board. The Board will then approve or reject the recommendation of the Selection Committee.

Grants from the Fund will be made in the discretion of the Selection Committee based on the eligibility of the applicant, the information provided to the Selection Committee, the amount remaining in the Fund, and the individual need of the applicant.

Individuals who are Directors or Officers of OSPF and their family members may not receive grants or assistance from the Fund. In addition, individuals who are members of the Selection Committee and their family members may not receive grants or assistance from the Fund.

Grant Application, Documentation and Payment Procedure

Those desiring to obtain a grant from the Fund shall complete and submit the following to the Selection Committee within twelve months of the Loved One's death: a Fund assistance application, the Loved One's death certificate that states that the Loved One died by suicide, receipts for the Expenses requested to be paid or reimbursed by the Fund, and, if reimbursement is sought instead of direct payment of Expenses to service providers, proof of payment of the Expenses. Examples of proof of payment are copies of checks or redacted bank and credit card statements evidencing payment of the Expenses.

The Fund assistance application can be found on OSPF's website at <https://www.ohiospf.org/> or by contacting Rachel Tilson, OSPF Director of Development, at (380) 900-6597 or rachel.tilson@ohiospf.org.

The Selection Committee may from time to time choose to require additional application materials and information to aid in the selection process.

Once a grant is approved by the Selection Committee, the grant will be made by OSPF within 15 business days of the approval if possible.

Donations to OSPF for the Fund

OSPF encourages individuals and corporations to make donations to the Fund to be used to carry out the charitable purposes of the Fund. Donations to OSPF for the Fund, however, cannot be earmarked for specific individuals or Loved Ones.