

**BROOMFIELD ROTARY CHARITABLE FOUNDATION  
POLICE AND FIRE FUND GUIDELINES**

Adopted: January 6, 2009

The following Police and Fire Fund Guidelines of the Broomfield Rotary Charitable Foundation (“BRCF”) replace and supersede any and all previous guidelines and rules adopted by the Broomfield Rotary Club related to its Police and Fire Fund.

1.0 *Preamble*

BRCF maintains a Police and Fire Fund for the purpose of helping to address emergency financial needs of full-time employees of the Broomfield Police Department and the North Metro Fire Rescue District who are killed or seriously injured in the line of duty, and of their immediate families. These Guidelines set forth the guiding principles to be employed by the Directors of the BRCF in responding to requests for grants from the Police and Fire Fund.

2.0 *Definitions*

As used herein, the following terms shall have the following meanings:

2.1 “Beneficiary” refers to an Eligible Employee or immediate family member of an Eligible Employee (such as a spouse, child or parent) who lives with the Eligible Employee at least 25% of the time.

2.2 “BRCF” refers to the Broomfield Rotary Charitable Foundation, a Colorado not-for-profit corporation.

2.3 “Eligible Employee” refers to a full-time employee of a Sponsoring Organization, which employee is seriously injured or killed in the line of duty. The phrase “in the line of duty” shall not include death or injury of an otherwise Eligible Employee as a direct or indirect result of any of the following:

- a. Activities outside the scope of the person’s responsibilities as a police officer or firefighter;
- b. Suicide or attempted suicide;
- c. Intoxication or illegal drug use;
- d. Commission or attempted commission of a crime;
- e. Violation of a direct order of a superior; or
- f. Gross negligence.

2.4 “Grant Request” refers to a request for a grant from the Police and Fire Fund made by or on behalf of a Sponsoring Organization.

2.5 “Guidelines” refers to these Police and Fire Fund Guidelines as modified, amended, replaced or superseded from time to time.

2.6 “Incident” refers to an event during which an Eligible Employee is seriously injured or killed in the line of duty.

2.7 “Police and Fire Fund” refers to the Police and Fire Fund maintained by BRCF.

2.8 “Sponsoring Organization” means the Broomfield Police Department or the North Metro Fire Rescue District.

3.0 *Request for a Grant.*

All Grant Requests are subject to the following requirements:

3.1 By Authorized Officer. The Grant Request must be made by an authorized officer of a Sponsoring Organization. In this context, an “authorized officer” must be the Chief of the Sponsoring Organization or a high-ranking officer of that organization appointed by the Chief as having authority to request grants from the Police and Fire Fund and whose authority has been confirmed to BRCF in writing by the Chief of the Sponsoring Organization.

3.2 In Writing. All Grant requests must be in writing, unless the urgency of the request does not allow sufficient time for a written request, in which case, the Grant Request may be made orally or via e-mail. Any Grant Request made orally or via e-mail should be followed up with a written confirmation of the Grant Request as soon as reasonably possible.

3.3 Delivered to a BRCF Director. Grant Requests (whether written, oral or e-mailed) must be delivered to one or more Directors of BRCF, preferably to the President of BRCF (who is also a Director).

3.4 Timing, Contents. Grant Requests may be made only on behalf of an Eligible Employee and must be made within three (3) months of the Incident giving rise to the Grant Request. Each Grant Request should identify the Eligible Employee(s) and Beneficiaries who will benefit from the Grant Request and, to the extent reasonably possible (a) generally describe the Incident giving rise to the Grant Request, (b) state with specificity, the purpose of the Grant Request, (c) generally explain why the need addressed by the Grant Request cannot be met by insurance or other resources available to the Eligible Employee(s) and Beneficiaries to be benefited, (d) provide a date by which the grant is requested, (e) identify specific creditors to be paid from grant funds and for each such creditor, specify the amount and purpose of the proposed payment, (f) describe the documentation that BRCF will receive concerning receipt and use of each payment and (g) provide any other information that the requesting officer believes will be relevant to BRCF’s decision with respect to the Grant Request or to the verification of use of funds afterwards. To the extent that due to the emergency nature of a Grant Request, some of the information described in this Section 3.4 cannot be compiled in support of the Grant Request, the omitted information shall be required as part of the post-grant follow-up report referenced in Section 5.3.

#### 4.0 *Consideration of Grant Requests*

4.1 Notice to Board. As soon as possible following receipt from a Sponsoring Organization of a Grant Request, any Director receiving the Grant Request shall circulate to the Directors, Officers and Grant Committee members of BRCF, via e-mail, a copy of the Grant Request and notice of a meeting to consider the Grant Request. Such notice shall be reasonably calculated to apprise all Officers, Directors and Grant Committee members of the date, time and place of the meeting and to maximize Director attendance at the meeting consistent with the urgency of the request.

4.2 Meeting or Unanimous Consent. The Directors shall meet as soon as reasonably possible to consider any Grant Request. Participation by telephone in a Directors' meeting to consider a Grant Request shall be equivalent to participation in person. In lieu of a meeting, in response to a written or e-mailed Grant Request, the Directors of BRCF may act on the Grant Request by unanimous written consent of the Directors in accordance with the BRCF Bylaws.

4.3 Required Votes. All decisions on Grant Requests (a) shall be subject to BRCF's Conflicts of Interest Policy as set forth in its Bylaws and (b) shall be either by affirmative vote of a majority of those Directors in attendance at the meeting where the Grant Request was considered or by unanimous written consent of all Directors in accordance with the BRCF Bylaws.

4.4 Voting/Limitations. If after reasonable effort, the Directors cannot obtain a quorum or unanimous written consent to action in time to address an emergency need set forth in a Grant Request, then any two or more Directors constituting less than a quorum may meet on an emergency basis to consider such portion of the Grant Request, including all of it, as is deemed to be an emergency. Any approval of a Grant Request on an emergency basis by less than a quorum of Directors must be by a vote of at least two thirds of those Directors considering the Grant Request at the emergency meeting. However, (a) in no event may less than a quorum of the BRCF Directors award more than \$2,500 on account of any Grant Request, even in response to an emergency, (b) those Directors constituting less than a quorum considering any Grant Request shall promptly report any action undertaken and its basis to the full Board of Directors, in writing (e-mail being acceptable for this purpose), and (c) if the Grant Request exceeds \$2,500, the excess over that which was granted on an emergency basis may be granted only following a meeting of the BRCF Directors in which a quorum was present or via unanimous written consent in lieu of a meeting in accordance with BRCF's Bylaws.

4.5 Factors Considered In Voting. The purpose of a grant shall be to pay for or reimburse either extraordinary expenses occasioned by the Incident, such as travel, medical or child-care expenses, or necessities of life which the affected Eligible Employee(s) and Beneficiaries cannot afford as a result of the Incident. In deciding upon Grant Requests, the BRCF Directors shall consider the content of the Grant Request, these Guidelines, the availability of funds in the Police and Fire Fund, and the Rotary Four-Way Test:

- (a) Is it the truth?
- (b) Is it fair to all concerned?

- (c) Will it build goodwill and better fellowship?
- (d) Will it be beneficial to all concerned?

The decision to grant, partially grant, request additional information regarding or disapprove a Grant Request shall be subject to the sound discretion of those Directors participating in the decision.

4.6 Monetary Limits on Grants. In no event shall any grant from the Police and Fire Fund exceed the *lesser* of (a) \$2,500 per individual per incident on an emergency basis, or (b) on a per incident basis, whether or not on an emergency basis, 50% of the funds then available for distribution from the Police and Fire Fund.

#### 5.0 *Follow-Up following Police and Fire Fund Grant*

All grants from the Police and Fire Fund shall be subject to the following:

5.1 Payments. Whenever reasonably possible, payments of grant funds shall be remitted directly from BRCF to applicable creditors of the applicable Beneficiaries. If that is not reasonably possible under the circumstances, then any payment made to or for the benefit of an Eligible Employee or Beneficiary must be for payment or reimbursement of one or more specific invoices, receipts or confirmations from one or more creditors, which must be presented to one or more of the Directors of BRCF before the payment of grant funds is made.

5.2 Receipts. BRCF shall obtain receipts from all persons or entities receiving payments of grant funds.

5.3 Written Report from Sponsoring Organization. BRCF shall require that as soon as reasonably possible following completion of disbursement of grant funds, the applicable Sponsoring Organization submit to BRCF, a written report generally identifying the Incident, summarizing the Grant Request, and accounting for the use of all grant funds awarded in connection with the Incident consistent with the purpose of the request. The report shall be signed by the Chief of the Sponsoring Organization or a high ranking officer, appointed and confirmed in accordance with Section 3.1.

#### 6.0 *General Provisions*

6.1 Applicability. These Guidelines shall apply to all Grant Requests and responses to Grant Requests applicable to the Police and Fire Fund.

6.2 Modification. These Guidelines may be modified only by an affirmative vote of a majority of the sitting BRCF Directors or via unanimous written consent of the BRCF Directors in lieu of a meeting in accordance with the BRCF Bylaws.