



HELPING OUR OWN PROGRAM

Life-altering circumstances can affect anyone at any time—a family can be devastated by a severe accident, illness or loss of the breadwinner. A family's tragedy can become unmanageable or simply unbearable if the family has nowhere to turn. Originally founded to fund technical, educational and safety-related studies to advance the roofing industry, the Roofing Alliance expanded its funding initiatives to help our own, which includes reaching out to the roofing community and its members and helping fund efforts dedicated to good works and charitable giving. The funding mission expansion will serve to balance the programs supported by the Roofing Alliance to enable us to affect more lives in the roofing industry.

Through a nomination process, the Roofing Alliance can recognize and identify the challenges associated with these life-changing events to help create sustainable solutions for individuals or families in need. Although the Roofing Alliance may not be able to solve all the problems rendered during a time of crisis, collectively, we can make a real difference in the lives of families who fall victim to tragedy through our Helping Our Own Program.

The following nomination guidelines and application are designed to solicit these stories for the review and consideration of the Roofing Alliance's Balanced Program Committee, which is charged with recommending projects for funding and overseeing funds distribution.

THE NOMINATION PROCESS

Only Roofing Alliance members may submit nominations using the enclosed application. Applications can also be found on the Roofing Alliance website (www.roofingalliance.net). They may be mailed to the attention of Helping Our Own Program, The Roofing Alliance, 10255 W. Higgins Road, Suite 600, Rosemont, IL 60018-5607. (Given the limited resources of this program, there is no guarantee of funding. Nominators are discouraged from giving applicants any gauge or estimate of their likelihood of receiving funds. Nominators may only submit two nominations per year.)

NOMINATION DEADLINES

Nominations will be accepted on a quarterly basis with the following deadlines: March 1, June 1, Sept. 1 and Dec. 1 each year. These deadlines will enable committee members to review applications before regular meeting dates usually scheduled in April, July, October and February each year.

ELIGIBILITY

Funds can be disbursed to a wide range of recipients. Primary eligibility is determined by the applicant's relationship to the roofing industry. Roofing industry workers and their immediate families will receive primary consideration.

(A roofing industry worker is defined as an employee of a roofing contractor, roofing materials manufacturer, supplier or distributor. Note: Roofing Alliance board members and the principals of Roofing Alliance member companies are not eligible for this program; however, their employees are eligible.)

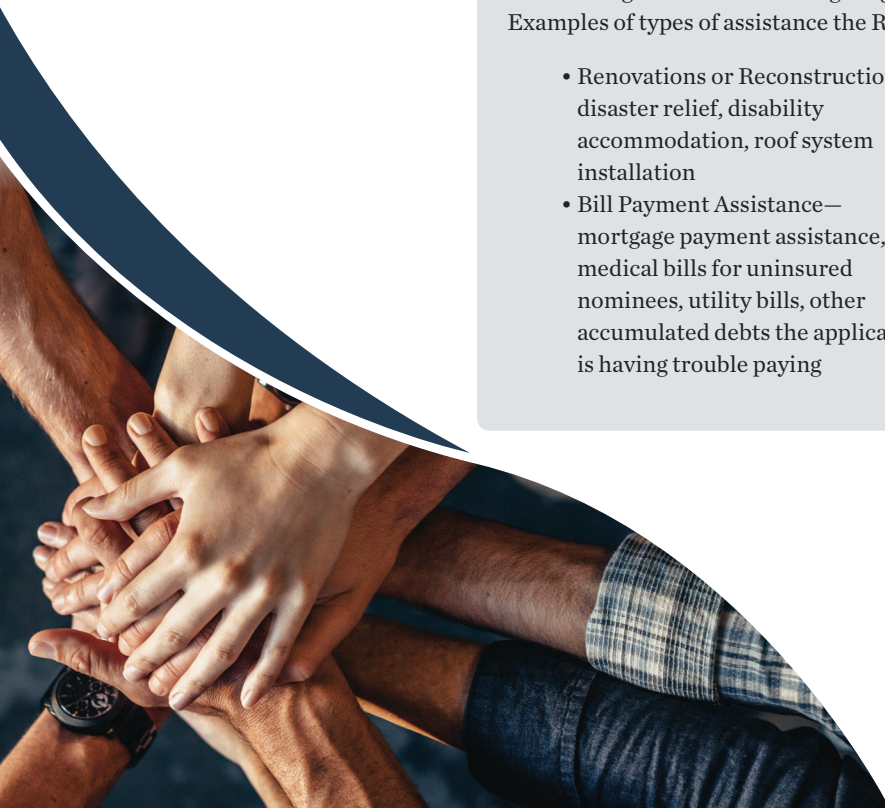
FUNDING LIMITS

No limit has been set for individual applicant funding. The Roofing Alliance understands life-altering events may require substantial assistance, and, to better serve its mission, the Roofing Alliance's Balanced Program Committee desires to grant several disbursements each year when possible.

TYPES OF PROJECTS ANTICIPATED

The Roofing Alliance will avoid giving cash disbursements when possible. Examples of types of assistance the Roofing Alliance anticipates providing include:

- Renovations or Reconstruction—disaster relief, disability accommodation, roof system installation
- Bill Payment Assistance—mortgage payment assistance, medical bills for uninsured nominees, utility bills, other accumulated debts the applicant is having trouble paying
- Supply of Materials and Payment of Labor
- Supply of Equipment—medical, household
- Supply of Services—in-home medical, therapeutic



DISTRIBUTION OF FUNDS

Nominees elected for funding will be contacted directly. If this is not feasible or possible, nominators should designate an alternative contact person. Nominators will be advised of the distribution of the funds made to those they nominated. As a condition of accepting the funds, nominees must agree to a level of public relations activities that is appropriate to the situation. Nominees also must give consent to a verification process that may include but not be limited to background and credit checks.

GUIDELINES FOR NOMINATORS

Screening will occur on two levels: one in the field, which is to be done by the nominator, and the other by the Roofing Alliance's Balanced Program Committee. The committee reserves the right to choose the projects it sees fit based on the understanding of the committee members of the goals and missions of the Balanced Program Committee. Therefore, nominators are discouraged from giving applicants hopes for funding that may not occur.

Nominators are to complete the initial field-level screening based on the recommended guidelines for assessing a fit with the mission of the Balanced Program Committee's initiative. Desirable nominees should have a bona fide need that is otherwise uninsured, underinsured or underfunded that is not the result of illegal activity and where a significant loss has been experienced.

FIELD-LEVEL SCREENING GUIDELINES

- Is the applicant a member of the roofing industry (a worker or family from a roofing-related business, including contractors, suppliers and manufacturers)?
- Does the application represent a bona fide need?
- Will a Roofing Alliance contribution make an impact?
- Was the event or incident the result of illegal activity on the part of the nominee?
- Is there a pending insurance payment, settlement or litigation?
- Did the need arise from a work-related or insured injury?

VERIFICATION PROCESS

Nominators are to perform due diligence to the extent possible given the context of the applicant's need. These activities shall include:

- A visit to the nominee
- An interview with the nominee
- Discussion with other parties related to the situation, including but not limited to doctors, witnesses, employer, friends and family members
- Investigation as to income and insurance levels
- Other inquiries deemed relevant by the committee



HELPING OUR OWN APPLICATION

Nominations will be accepted on a quarterly basis with the following deadlines: March 1, June 1, Sept. 1 and Dec. 1 each year. Applications must be submitted by Roofing Alliance members; applications cannot come directly from potential recipients.



NOMINEE INFORMATION

Name: _____
(Last) (First) (Middle initial)

Address: _____

City/State/ZIP: _____

Telephone: () _____

Email: _____

CRITERIA

Please answer questions 1-11 below and answer questions 12-18 on a separate piece of paper being as detailed as needed. Additional attachments other than those requested are not necessary unless essential to the understanding of applicant's situation. (Note: By submitting photographs and/or videos, you are giving the Roofing Alliance consent to reproduce or reuse the materials for promotional and publicity purposes.)

- 1) Is the applicant a member of the roofing industry (a worker or family member from a roofing-related business, including contractors, suppliers and manufacturers)?
☐ Yes ☐ No
- 2) Does this application represent a bona fide need?
☐ Yes ☐ No
- 3) Will a Roofing Alliance contribution make an impact?
☐ Yes ☐ No
- 4) Was the event or incident the result of illegal activity on the part of the nominee?
☐ Yes ☐ No
- 5) Is there a pending insurance payment, settlement or litigation?
☐ Yes ☐ No
- 6) Did the need arise from a work-related or insured injury?
☐ Yes ☐ No
- 7) Was a visit made to the nominee?
☐ Yes ☐ No
- 8) Was an interview conducted with the nominee?
☐ Yes ☐ No
- 9) Was a discussion held with other parties related to the situation, including but not limited to doctors, witnesses, employer, friends and family members?
☐ Yes ☐ No
- 10) Was an investigation done to determine income and insurance levels?
☐ Yes ☐ No
- 11) Do you envision an opportunity for partnership here?
☐ Yes ☐ No If yes, see 18.

- 12) What is the applicant's relationship to or job in the roofing industry?
- 13) Please list assistance received by other funding sources (name source and type of assistance, including government, insurance, other agencies and family members).
- 14) Please list assistance requested from the Roofing Alliance.
- 15) Reason for the request—please provide the details of what the current need is and why. What is being done now to meet the current need? What is the Roofing Alliance being asked to do? A detailed explanation must be provided. Please attach any bills, notices, invoices and other documentation. (Examples of situations considered by the Roofing Alliance include destruction of home or belongings not covered by insurance; assistance with the purchase of medical apparatus such as wheelchairs, hearing aids, etc., and loss of income due to illness or injury. Personal loans are not fundable.)
- 16) Please list other inquiries deemed relevant by the committee.
- 17) Please provide relevant details about the applicant and any other circumstances that might assist the Roofing Alliance in making its decision. Please ensure all relevant information has been completed and any bills, notices and invoices are attached.
- 18) The Roofing Alliance is not averse to partnering with other funding entities. Is there a possibility of contributions to this applicant from other sources? If so, which ones?

The applicant certifies that the statements made in this application are true and the request made herein represents a bona fide need. The applicant consents to a verification process, which may include but not be limited to background and credit checks.

Applicant signature: _____ Date: _____

Nominator's information **(This section must be completed by the nominator for the nomination to be considered.)**

Nominator name: _____

Address: _____

City/State/ZIP: _____

Telephone: () _____

Email: _____

Name of company: _____

- 19) What is the nominator's relationship to the applicant?

☐ Co-worker ☐ Employer ☐ Other

If other, please indicate _____

Nominator signature: _____ Date: _____

Originals must be sent to:

Attention: Helping Our Own Program, Bennett Judson
 The Roofing Alliance
 10255 W. Higgins Road, Suite 600, Rosemont, IL 60018

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