

GUIDELINES

FOR GRAHAM HOLDINGS EMPLOYEES AND ELIGIBLE RETIREES

The Emergency Assistance Fund (“Fund”) for Graham Holdings Company Employees and Retirees, originally established by the Graham family, provides tax-free, short-term financial assistance to help employees and retirees who experience an unexpected, economic crisis as a result of a disaster or personal emergency and who would not have the ability to cover basic or emergency expenses as a result of the event. The Fund is not an employee benefit, and employees and retirees have no entitlement to assistance.

ELIGIBILITY

- U.S.-based employees of Graham Holdings Company (GHC) and its participating affiliates.
 - Generally, grants are limited to individuals earning below \$100,000 annually.
 - Employees with less than one year of tenure are limited to grants related to natural or federally or state-declared disasters.
- Former employees (“retirees”), based in the U.S., who have completed 20 or more years of active employment with GHC or an affiliate company post-acquisition by GHC.
- In some limited situations, the immediate family of an employee may submit a request immediately after the employee’s death.
- Current or former executive officers of GHC or its affiliates are ineligible for Fund assistance.

FUND PURPOSE

The Fund provides short-term financial assistance for unexpected emergency events. Please consider the following before applying:

- Experiencing an emergency event is not enough; the applicant must demonstrate that they have suffered a financial crisis related to such an event.
- The Fund is not meant as income replacement and does not cover lost work.
- The Fund is not intended as a replacement for an individual’s own income and savings to cover typical expenses, such as rent, utilities, healthcare deductibles, as well as other unscheduled expenses that could be reasonably expected from time to time, like an ER visit, car repairs, etc.

ELIGIBLE EXPENSES

Grants are intended to help cover emergency expenses resulting from personal emergencies or emergencies as a result of natural, federal, or state disasters. Expenses must be unexpected and create a financial crisis for the individual who lacks other available resources.

Examples of Eligible Expenses

- Out-of-pocket medical expenses.
- Funeral and burial expenses for an immediate family member.
- Expenses related to repairing damage to the individual's home or property which makes it uninhabitable, e.g., flood, fire, etc.
- Food and shelter expenses related to an emergency situation, e.g., domestic abuse, weather evacuations, power and water outages, etc.
- In extreme situations, repairs to a home not in the employee's or spouse's name can be considered if the employee can prove it is their primary residence and it will be uninhabitable without the repair.

Examples of Ineligible Expenses

- Medical expenses for individuals other than the employee, spouse or legal dependents are typically not eligible.
- Costs associated with regular maintenance for a home or car, or issues that stem from delayed maintenance.
- An expense related to an emergency event that happened before the employee's hire date.
- Lost wages. The Fund is not intended to provide income replacement.
- Expenses related to an emergency event that did not create a financial crisis.
- Expenses for which the employee has other resources available to cover the cost.
- Expenses that have already been covered by a grant from another business unit of GHC.

GRANTS

- The resources and scope of the Emergency Fund are limited. Grants may not be large enough to cover all expenses incurred.
- The grant amount is determined based on an evaluation of the event, expenses, financial need, other available resources, and the size of prior grants for similar situations. No grant will exceed the amount of the documented expenses.
- Generally, no more than two grants per applicant are approved, however additional grants will be considered on a case-by-case basis.

APPLICATION & PROCESS TIMING

- Individuals seeking grants are required to complete the Emergency Assistance Fund application form and provide sufficient documentation to validate the grant request, including invoices and receipts.
- The full grant process typically takes a minimum of two (2) weeks.
- A GHC Fund Committee reviews and generally acts to refer applications to the Greater Washington Community Foundation (the "Foundation") within one (1) week of receipt of a fully completed application and all supporting documentation.
- Once referred to the Foundation, a final determination and disbursement is typically made within seven (7) business days, if approved.
- The Foundation has sole discretion over the determination of each grant request. In situations where extenuating circumstances exist, the Fund may consider exceptions to these guidelines.

PRIVACY

The Fund's administrators will respect the applicant's privacy and confidentiality, consistent with the grant decision-making process. The Fund administrators will verify identity and request personal information (such as financial, benefits, and medical information) to support the grant request.