

## Hi5 FUND GUIDELINES

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### Description:

The Hi5 Fund provides financial support to People Living with HIV in Manitoba for quality of life needs where no other source of income or support is available.

### Requests:

- Only People Living with HIV who live in Manitoba may make requests to the Hi5 Fund.
- Requests must include:
  - the amount being requested,
  - the reason for the request and
  - if other resources have been explored.
- The Hi5 Fund cannot pay for things that are funded by other programs or may be available elsewhere for free.
- Requests completed by an applicant must be signed. Requests completed by a Nine Circles or Manitoba HIV Program staff member on behalf of the applicant with their verbal consent must be signed by the staff member.
- The Hi5 Fund does not provide ongoing assistance for expenses such as, ongoing transportation expenses or bills (i.e. bills for telephone, utilities, cable television or Internet).
- Applicants are encouraged to consult with Nine Circles or Manitoba HIV Program staff for assistance in completing the request.
- Store credit or cheques may be issued to the business or service indicated in the request when necessary/appropriate.
- There are **twelve (12)** opportunities to apply for support from the Hi5 Fund each calendar year.
- All applicants are limited to **three (3)** approved requests per calendar year.

### Responses

- Requests are reviewed on the **last Wednesday** of the month and responses are available on the following Friday.
- To be considered in the current month, requests must be submitted by **3:00 pm** on the **Tuesday** prior to the month-end meeting.
- For requests that are approved, cheques may be mailed to the applicant, or they may be picked up at Nine Circles' reception. Applicants are asked to indicate how they would like to receive their funds on the request form. Cheques picked up at reception require a signature from the applicant.
- For requests that are denied, no response will be provided.
- The Hi5 Fund is not an emergency resource. For urgent requests please see the Social Work team for assistance with finding other resources.
- Cheques that are not picked up within 3 months will be returned to the fund.
- Returned cheques will be reviewed by the finance department to determine if the applicant's address changed. Lost cheques will be voided and reissued. Stale dated cheques (> 6 months) will be voided and reissued.

The following are some examples of ways in which the Hi5 Fund can and cannot provide support. In some cases, approval amounts have been pre-determined. Requests are not limited to these categories.

**1. Clothing & Household Items:**

- Requests for clothing and household items are a low priority and will be considered to a maximum of \$40.

**2. Nutrition:**

- Requests for nutritional supplements and/or vitamins will be referred to the Manitoba HIV Program dietitian.
- The dietitian will ensure that budgetary entitlements and other programs are being accessed where available.

**3. Prescription Drugs:**

- The Hi5 Fund cannot support ongoing costs (i.e. Pharmacare deductible monthly payments, ongoing prescription costs)
- Requests will be referred to the Manitoba HIV Program Pharmacist or to a Social Worker to ensure that budgetary entitlements and other programs are being accessed.

**4. Education:**

- Documentation should be submitted with application. Proof of enrolment may be required.
- Requests will be approved to a maximum of \$500.

**5. Computers and Laptops:**

- Computers for school or work purposes will be considered. Please include a detailed explanation as to why the computer/laptop is needed.
- Information and/or documentation about the computer/laptop to be purchased should be provided (such as the type of computer to be purchased, where it will be purchased and the cost).
- Requests will be considered to a maximum of \$300.

**6. Support for People Living with HIV who are incarcerated in Provincial or Federal correctional facilities or treatment facilities:**

- Requests related to the purchase of hygiene supplies or cultural practice materials will be considered to a maximum of \$40 plus the money order admin fee/service charge.
- A money order will be mailed to the Provincial / Federal correctional facility where the applicant is located for approved requests.

**7. Funeral and Illness Expenses:**

- Expenses related to visiting a loved one who is ill or to attend the funeral of a loved one will be considered. These expenses may include:
  - the cost to purchase clothing and/or flowers for a funeral.
  - the cost to travel to visit a loved one or to attend a funeral (where not covered elsewhere).
- Confirmation of funeral may be required (i.e., announcement of death, funeral home name, etc.)
- Confirmation of travel may be required.
- Reimbursement for travel may be considered if the timeline is too short to apply for funds in advance of attending the funeral.
- Requests will be considered to a maximum of \$150.

**8. Gifts for Others:**

- Requests for the purchase of gifts for applicants' family members and friends will be considered to a maximum of \$25.

**9. Birthday Celebrations:**

- Requests for People Living with HIV to celebrate their birthday will be considered within a month of the birthday and to a maximum of \$40.

**10. Eyeglasses:**

- Requests for glasses for People Living with HIV will be considered after all other avenues of possible support for glasses have been exhausted.
- Requests will be considered to a maximum of \$150.

**11. Personal Care / Self Care:**

- Requests for personal care items will be considered to a maximum of \$40 if no other options are available.

**11. Telephones and Cellphones:**

- Requests for the purchase of telephones or cell phones will be considered to a maximum of \$40.

**12. Art Supplies:**

- Requests for general art supplies will be considered to a maximum of \$40.

**13. Mattress and Bedding:**

- Requests for a mattress and bedding supplies will be considered to a maximum of \$150.

**14. Late or Missed Appointment Fees:**

- Requests to cover the cost of a medical-related fee, such as a missed appointment or late fee, will be considered to a maximum of \$50.

**15. Smoking Cessation**

- Requests for smoking cessation will be considered after all other avenues of possible support for smoking cessation have been exhausted. Requests will be considered to a maximum of \$100 per year if not covered by another program.

**16. Medical Equipment, Supplies or Tests**

- Requests for medical equipment, supplies or tests will be considered on a case-by-case basis after all other avenues of possible support have been exhausted.

**17. Other Needs:**

- If you have needs not listed above, please see a Social Worker to discuss your need and if this can be supported by the Hi5 Fund.

**The Hi5 Fund will not consider requests for any of the following:**

1. Sustained financial support (i.e. rent)
2. Paying off any debt
3. Transit tickets/passes.
4. Items that can be found elsewhere for free.
5. Needs covered by other programs (i.e. EIA)
6. Damage deposits for rental housing.

**Any requests not outlined in these guidelines will be considered at the discretion of the Hi5 Committee.**