

## Benefit request decision-making criteria

### General

This document develops points 1 and 2 of the Basic Award Terms and Conditions (see below) initially established by the Fundación Indal and sets out general criteria for assessing applications by beneficiaries. This will help beneficiaries when preparing their applications. It will also help the Trustees to analyse requests rigorously using standardised rules, reaching fair decisions, supporting cases of real need and standardising the Fundación's aid activities over the long term.

However, the Trustees may depart from these terms and conditions when making their assessment when it considers this appropriate based on each case, pursuant to point 5 of the Basic Terms and Conditions.

These terms and conditions do not seek to cover every possible eventuality, just the most common ones observed during the first aid round.

### Criterion 1.- Ordinary expenses.-

As a general rule, the Foundation will not support what could be considered the ordinary or everyday costs met by all parents with a regular and adequate income source (school canteen, child care services, schoolbooks, private classes and supplementary classes, etc...).

## Language learning

### Criterion 2. Language learning for employees.-

- a. Ordinary language learning programmes.** Benefits will only be given for language learning when this results in an official level qualification or certificate. In such cases, the Fundación will meet 70% of the costs incurred in such training in the 12 months immediately prior to the qualification being awarded. Having been awarded the qualification, the beneficiary may only present receipts for costs incurred in the 12 months immediately prior to the qualification; the amount to be received cannot exceed 2,500 euros.
- b. Intensive and long-term programmes.** The same percentage will be financed for intensive and long-term programmes, although the maximum amount in such cases will be 5,000 euros. This will always be conditional on obtaining a certain performance demonstrated by an official level qualification or certificate.

### Criterion 3. Language-learning for children.-

- a. General.** As language learning in general forms part of standard educational syllabuses, the general rule is that the Fundación will not support ordinary language courses for children, unless the Trustees consider that there are extraordinary circumstances.
- b. Ordinary language learning programmes.** Notwithstanding the foregoing, aid will only be given for language learning when this results in an official level qualification or certificate. In such cases, the Fundación will meet 50% of the costs incurred in such training in the 12 months immediately prior to the qualification being awarded. Having been awarded the qualification, the beneficiary may only present receipts for costs incurred in the 12 months immediately prior to the qualification; the amount to be received cannot exceed 2,000 euros.
- c. Immersion and long-term programmes.** The same percentage will be financed for immersion and long-term programmes, although the maximum amount in such cases will be 3,500 euros. This will always be conditional on obtaining a certain performance demonstrated by an official level qualification or certificate.

## University and similar institutions

### **Criterion 4. Aid for registration and other costs for employees at university and similar institutions.-**

In general, aid will be given to employees to cover the university or similar institution registration and related costs. In such cases, the grant will be 70% of eligible costs, with a maximum amount of 4,000 per academic year.

Any amount that could be obtained by other means (public scholarships, grants for studies or benefits comprised in the company's Collective Labour Agreement) shall be deducted from the Foundation benefit granted, as the case may be.

Such aid will be conditional on performance. No further aid shall be given for the second or subsequent registrations for a subject that has previously been granted aid.

### **Criterion 5. Aid for registration and other costs for children at university and similar institutions.-**

In general, aid will only be given to students when registration and related costs (travel, lodging in other locations outside the family home), for one or more family members, exceed 10% of the family's Gross Annual Income (GAI). In such cases, the grant will be 50% of eligible costs, although this percentage may be increased in the event of exceptional circumstances and the percentage of the GAI that costs represents for the family.

Such aid will be conditional on performance. No further aid shall be given for the second or subsequent registrations for a subject that has previously been granted aid.

## Postgraduate courses and masters

### **Criterion 6. Aid for Postgraduate and Master's degrees, etc, for employee and children.-**

- a. In general, a maximum grant of 25% of the cost of the course and eligible expenses will be paid, with the remaining 75% in the form of an interest-free loan to be repaid over 3 or 5 years, with a one-year grace period following the end of the course. The course must be completed successfully. The aid as a whole may not exceed 24,000 euros, and shall not cover more than 75% of total course costs. Please remember that loans are not computed at the amount lent, but at the opportunity cost of the cash outflow (General Rule 3).
- b. In case the course and eligible expenses amount to less than 3,000 Euros, up to 50% of the same could be paid as a non-refundable aid. 40% of the aid shall be paid at the beginning of the course and remaining 60% at the successful completion of the same.

Logically and for both aforesaid cases, any part of the course paid for by the company is not included in the course costs.

### **Criterion 7. Aid Postgraduate and Master's degrees, etc, for exemployee.-**

In general, a maximum of 75% of eligible course costs will be paid. 40% of the aid will be paid at the time of the application and registration, with the remaining 60% being dependent on demonstration of successful completion.

As a whole, the value of the aid may not exceed 24,000 euros.

However, special cases in which the beneficiary cannot meet their share of the eligible costs because of their personal or professional circumstances may be considered.

## Social assistance / medical care

### **Criterion 8. Aid for medical treatment in general.-**

Only cases not covered by the Social Security or similar medical care coverage system, and which are not merely aesthetic, will be considered.

Furthermore, in general, only cases in which the treatment or surgery involved exceeds 10% of the Gross Annual Income (GAI) of the family will be considered. In such cases, the aid will be **60%** of eligible costs, although this percentage may be increased in the event of exceptional circumstances and the percentage of the GAI that costs represents for the family.

### **Criterion 9. Care aid for children with disabilities.-**

- a. Only cases in which the treatment or aid programme involved exceeds 5% of the Gross Annual Income (GAI) of the family will be considered. In such cases, the aid may be up to 100% of eligible costs, depending on the circumstances of the case. In any case and for the purpose of these benefits, any other subsidy that may be received shall be taken into consideration (company's collective agreement, public assistance programs, etc.)
- b. Exceptionally, in this First Call for Benefits, aid will be given to all applications involving children with any form of disability.

## Entrepreneurship

### **Criterion 10. Aid to start a new professional or business activity.-**

In this case, the aid will be a loan of up to 75% of the planned investment with a term of 3 to 5 years; the interest rate will be set on a case-by-case basis, being in the range 0% to the normal market rate minus 1%.

The beneficiary must permit the Fundación to monitor their business progress regularly, and must of course sign such contracts as are needed to suitably document the loan agreement.

## Professional work experience

### **Criterion 11. Professional work experience assistance for beneficiary children who are unemployed or in education.-**

The Fundación may fund up to 75% of the gross remuneration received by the beneficiary for 12 months through direct payments to the host company, on signature of the corresponding Collaboration Agreement and proof of the payment of the cost and that the work experience is being administered correctly.

The cost of each action of this kind may not exceed 12,000 euros (in the beneficiary's home country) or 15,000 euros (outside the beneficiary's home country).

There must be no family connection between the beneficiary and the owner of the company where the activity takes place.

These General Criteria notwithstanding, we recommend that all beneficiaries with special circumstances or whose circumstances are not covered here should contact the Fundación to clarify the situation.

## Basic award conditions:

1. Aid for education, study grants and similar will be partially financed, up to 75% of total cost. The concept of cost includes the specific costs of the training, plus any necessary, additional, costs involved in receiving the training. Preferably, the Fundación will take responsibility for specific training costs and expenses. Such aid may be partially or totally conditional on achieving a certain performance or result and on meeting certain conditions.
2. There is no set percentage for other types of aid, as these will be assessed on a case-by-case basis based on the type of aid and the circumstances of the applicant.
3. However, no individual aid shall exceed 24,000 euros in total, except for duly justified extraordinary cases. In the case of advances, loans and capital contributions, the amount of the maximum limit will be calculated based on the difference between the return on the activity in question and the opportunity cost of not using the funds in safer and more liquid investments. To this end, guarantees will be computed at an annual rate of 2%. There is an individual limit for such applications of 2% of the Fundación's capital at the time that the aid is granted; the funds committed to such activities may not exceed 50% of the Fundación's capital.
4. The aid requested will not be granted, if the full amount of it could be obtained directly from the company in which the applicant works or from any other public or private institution to which the applicant has access. However, aid from the Fundación may be compatible with and complemented by aid from these other institutions, subject to the accumulated aid not exceeding the cost of the activity.
5. The aid decision and its value will be determined taking into account the type of activity being financed, the effort and costs for the applicant, the usefulness for improving the applicant's life, the situation being corrected or relieved, etc. The Trustees or a body with suitable delegated authority will therefore analyse each case objectively based on the funds available at the time, assigning the aid as it considers most appropriate and fair in the circumstances. The Trustees decisions are their own responsibility and may not be appealed.
6. Any fiscal or other indirect costs of any type associated with the aid under the tax legislation in the country involved will be the exclusive responsibility of the applicant; the Fundación will accept no responsibility for such items.