



Team Member Benevolent Fund Grant Application

- Please be aware that the Benevolent Fund was created to assist our fellow team members that experience an unexpected “crisis” or “lightning strike” in their life
- To receive financial assistance, you must be a contributing member to the fund
- Grants are only awarded once for an issue
- A team member is only eligible for a maximum of \$500 in any 12-month period
- The committee member’s names are kept confidential
- A team member who applies is not disclosed to the committee
- Requests are verbally relayed to the committee by the Human Resources Director and kept gender neutral

Before applying ask yourself these questions:

- a. Have you exhausted all of your other resources before making this request?
- b. If this request is to cover lost wages, have you used up all your PTO (paid time off) pay?
- c. Have you met your health plan deductible?
- d. Have you set up a Health Savings Account and are saving pre-tax dollars for health related expenses?

Please include as much information as possible:

1. What situation has prompted you to apply for a Benevolent Fund Grant? How is this a “crisis” or lightning strike in your life?
2. What purpose will the money be used for?
3. What are your additional expenses that are associated with this request?
4. How will receiving a Benevolent Fund Grant benefit you?
5. Have you or your spouse experienced a loss of income due to this issue?
6. Have you or your spouse experienced a loss of income for another reason?
7. Can you show documentation or proof for the reason you are requesting funds?
8. How much financial assistance do you need?

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