

Appendix A
Situation Examples and
Recommended Documentation for Grant Applications

	<u>Application Examples</u>	<u>Recommended Documentation</u> (Note: At least 1 or more of these items may be required)	<u>Applications that are NOT within guidelines</u>
Housing Related	Staff Member's living quarters are damaged or destroyed by weather, fire, flood or some other disaster that is unexpected.	<ul style="list-style-type: none"> • Photos of damaged residence or newspaper/online articles about the event • Proof of their residence • Mortgage/rent statement • Fire/Police report • Attestation of the event and the financial need, as validated by the staff member's manager 	Damage or destruction to living quarters is caused by the staff member's willful actions (e.g., violence, arson, etc.).
	Employee wishes to move (no extenuating circumstances) and needs help with security deposit.		
Basic Needs	Staff Member is a victim of domestic violence and must immediately secure alternate housing for him/herself (and children, if applicable).	<ul style="list-style-type: none"> • Mortgage/rent statement • Utility/childcare/grocery bills • Additional documents supporting the unexpected event 	A Staff Member requests funds to pay for their own medical bills or a family member's medical bills.
	A Staff Member is on an approved, unpaid leave of absence under FMLA (or a state-mandated leave) and cannot pay their rent or utilities for one month.	<ul style="list-style-type: none"> • Attestation of the event and the financial need, as validated by the staff member's general manager 	
	A Staff Member's immediate family member (living in same household) is ill or injured and requires the staff member to miss work to care for them, resulting in the staff member not being able to pay their rent or utilities for one month.		A staff member received an eviction notice due to poor financial planning and there was no unexpected circumstance.
Death of Staff Member	An actively employed Staff Member passes away; benefits are paid directly to a mortuary or funeral home.	<ul style="list-style-type: none"> • Newspaper/online death notices or obituaries • Death certificates 	A former Staff Member is no longer employed by the Company **CANNOT BE APPROVED**
Death of Staff Member's Immediate Family Member	Staff member's own mother, father, legal spouse or child passes away. Benefits may be paid to the staff member for funeral related expenses or travel to a funeral.	<ul style="list-style-type: none"> • Mortuary bill/funeral home contract showing burial costs/funeral expenses • Airline receipts 	Staff member's grandparent, aunt, uncle, cousin, sibling, step parents or in-laws pass away. **CANNOT BE APPROVED**