



Goodwin Living Foundation Staff Support Fund

(Financial Assistance Grants) – We offer confidential financial emergency assistance grants for those experiencing a significant financial hardship or catastrophic event. There is no guarantee that funds will be available for each request, as this Fund is provided only through contributions from donors. The goal of these grants is to assist in diminishing severe financial burdens on our team members. In addition to providing emergency financial support, we also encourage team members to seek additional resources to expand their financial education.

Eligibility Requirements:

These grants are available for full and part-time team members who have worked at least 90 days. The committee will consider up to \$3000 per team member in a calendar year, based on eligible circumstances and documentation, with higher amounts reserved for extreme circumstances. Applications for situations affecting multiple family members who are team members of Goodwin Living will be limited to one grant application per emergency event.

To be eligible for consideration, a team member must be determined to be in good standing. A team member is not in good standing if a disciplinary action has been received within the past 90 days leading up to the date of application. Additionally, if a team member has received a final warning within the last 12 months, the team member is also deemed ineligible for the grant.

Taxable Income:

The IRS had determined that payments from this grant to employees are considered taxable income. **The Foundation is covering the applicable taxes on your behalf;** however, you will see an increase to your taxable income on your next paystub equivalent to the amount of the funds received. As the Foundation is covering the tax liability, there should be little to no tax effect to you.

Impact on Income-Based Programs:

Accepting these funds can affect individuals who are in affordable housing or other income-based government programs. If you are in an income-based program, such as affordable housing, we recommend reviewing the eligibility requirements before applying for or accepting additional funds. **For some individuals, accepting additional funds may put them over the income limit and affect their eligibility as these funds will show an increase in your income.** If you have questions, please inquire further before applying.

Financial Education Requirement:

Following approval of any grant, the committee requires each grant recipient to complete a financial education course within 60 days. One-on-one coaching and virtual webinar options for this requirement will be provided with the grant decision. Recipients must send proof they have completed the educational requirement to the People Engagement Manager within the 60-day time frame. Acceptable proof is a screenshot of completion (virtual), or appointment confirmation (1-1 session).

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Grants will be considered due to these potential emergency situations and are considered on a case-to-case basis:

- Extended illness or disability, not covered by short-term disability
- Natural disaster
- Loss of personal possessions/property due to fire or flood
- Car repairs (must show itemized list of emergency repairs, proof it is their primary vehicle and proof the repair shop is licensed)
- Unexpected interruption of primary transportation to and from work
- Need for temporary housing to escape an abusive situation
- An urgent, emergency situation that causes an inability to pay:
 - Rent/mortgage payment (only the team member's portion will be considered: provide proof of other persons who live in the household and their contribution to the monthly payment)
 - Electricity, water, or gas bills (only the team member's portion will be considered: provide proof of other persons who live in the household and their contribution to the monthly payment)
 - Healthcare expense/co-pay for medical emergency (be able to show proof of your relationship to the name on the bill, if not for the team member)
- Other (each "other" grant will be considered on a case-by-case basis)
- Examples of requests that are not eligible to be considered include: taxes, HOA fees, credit card, cable, and phone bills, legal fees, and travel expenses.

*Please note, in certain circumstances, team members may be referred to the Human Resources office for the interest-free emergency loan program, if criteria for emergency grants are not met or the amount approved exceeds the \$3000 maximum.

Guidelines for Applying for a Financial Assistance Grant:

- Complete the application form with as much information as possible and provide **all documentation** as requested.
- **Copies of overdue/late utilities, rent, medical bills, an estimate of emergency repair and any other documents needed for consideration must be attached to the request.**

Goodwin Living Foundation
Financial Emergency Assistance Fund

*Please complete and **email** all documents to Zoe Marcuse at zmarcuse@goodwinliving.org

Name _____

Home Address _____

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Last Updated 12/26/23

Date _____

Department _____

Service Line (check): GHA GHBC TVA GLAH HCBS Home Office

Status (check) Full Time Part Time

Phone _____

Email _____

Which is the best way to contact you (please **check** one): Phone or Email

**Please note, it is very important that you list a phone number and email address that you check often. This committee may require additional information about your application after it has been submitted. Failure to reply timely to questions from our processing team will result in a grant application denial.*

Total Amount Requesting: _____

Describe in detail the reason for needing the Emergency Assistance Grant. The grant will not be considered without detailed completion of this section.

Please give any additional information about your situation, which may be helpful to the committee members making the grant decisions.

List specific bills, their due dates and specific dollar amounts needed from the Emergency Grant Fund. **Attach copies of these bills.**

Bill: _____ Due Date: _____ Amount: _____

Bill: _____ Due Date: _____ Amount: _____

Bill: _____ Due Date: _____ Amount: _____

Total Amount Requested: _____

When possible, we prefer to make grant payments to the company directly using a check or credit card.

Can we make this payment using a credit card? Yes or No (check one)

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Please provide the information needed to make the payments you are requesting.

Company Name: _____

Billing Address (to send a check): _____

Phone Number (to pay with credit card): _____

Company Name: _____

Billing Address (to send a check): _____

Phone Number (to pay with credit card): _____

I certify that the information given in this application is true and complete in all respects. I agree that any omission or misrepresentation by me on this application may result in automatic rejection of this application and possible disciplinary action.

I understand that completion of this application does not guarantee that I will receive a grant. My application will be reviewed during the following week's committee meeting - once all necessary documentation is submitted. The Emergency Grant Fund Committee will determine the amount of financial assistance I will receive, if any. In certain cases, team members may be referred to the Human Resources office for the interest-free emergency loan program, if criteria for emergency grants are not met.

I authorize the members of the Emergency Fund Committee to contact appropriate resources as necessary to establish the credibility, validity and information appropriate to make decisions.

Signature _____

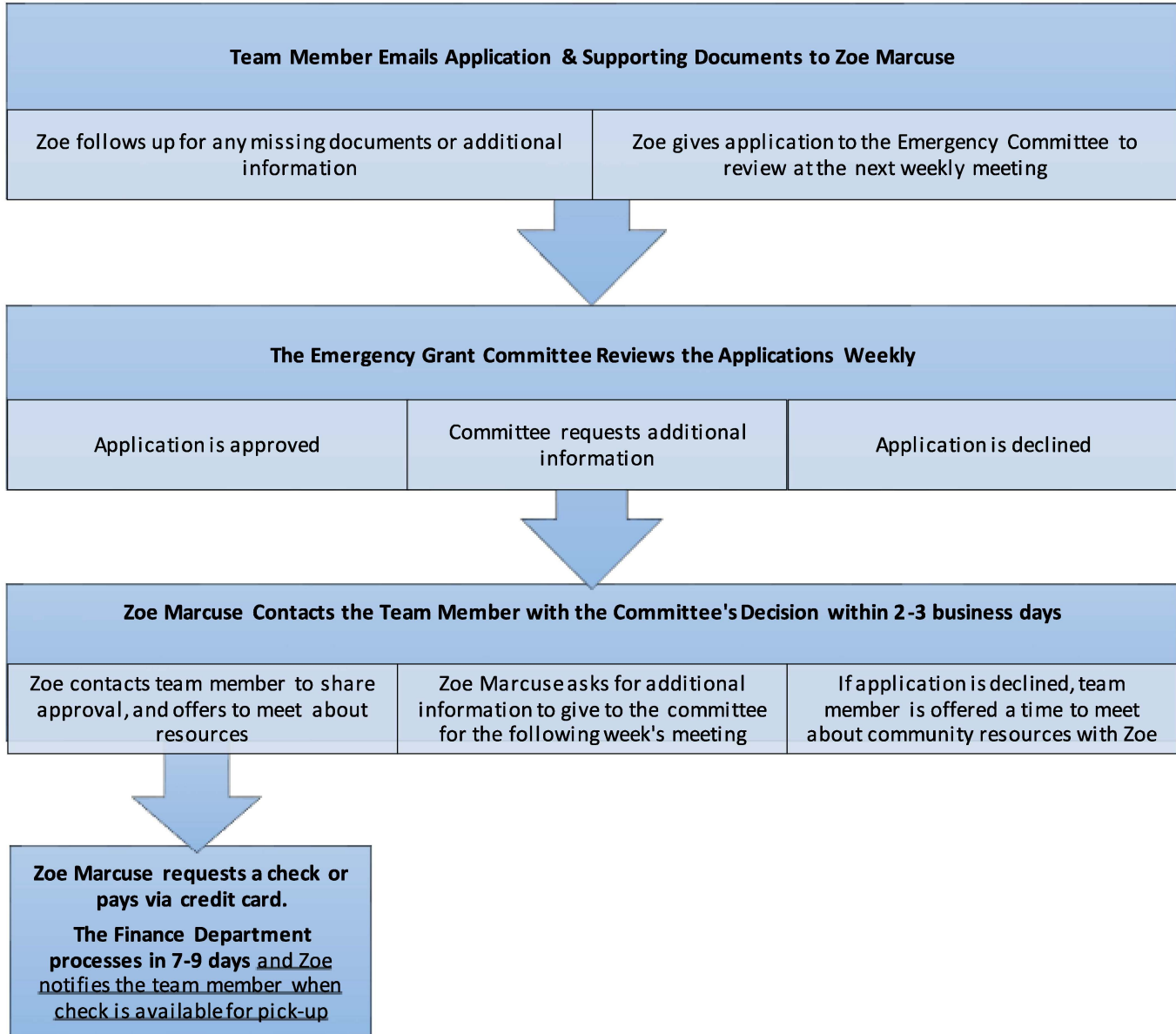
Date _____

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How the Process Works!

This is intended to help applicants understand the Goodwin Living Foundation Financial Assistance Grant process from start to finish. Please review.

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