



GRANT APPLICATION FAQs

What is the CoolSys Cares Employee Relief Fund?

The CoolSys Cares Employee Relief Fund was created in partnership with Emergency Assistance Foundation (EAF) to help employees who are facing financial hardship immediately after a natural disaster or an unforeseen personal hardship. The CoolSys Cares Employee Relief Fund relies primarily on individual donations from employees and support from CoolSys to fund this program. Every contribution helps and when combined with the donations of others, can provide a tax-free grant to help a fellow employee in need when they are facing the unexpected.

What is EAF?

The Emergency Assistance Foundation, Inc. is a 501c (3) charity created to design and operate multiple employer-sponsored disaster relief and employee hardship funds in compliance with IRS regulations. These funds allow domestic and international employers and employees to help their coworkers in times of crises.

A confidential application is submitted to EAF who approves or does not approve each grant application based on objective criteria as defined by the IRS. CoolSys is not involved in the grant decision making process.

Under the law, disbursements of aid to victims of a disaster or other hardship are to be based on “an objective evaluation of the victim’s needs at the time the grant is made.”

Who can apply for assistance from the fund?

Applicants must be:

- employed by CoolSys or affiliated companies on the date of the application; and
- Classified as a Regular Full Time; or
- Classified as a Regular Part Time or,
- On approved medical leave or approved leave of absence for less than one year.

How large of a grant can I apply for?

The maximum amount available for each incident is \$1,000 and the minimum amount that can be requested is \$500.

What are the criteria to qualify for a grant?

While there are many factors which determine if a grant can be made, the review process is designed to try to make each grant when possible. To meet regulations, the objective review process is complex so the simplest first step is to determine if your situation meets the most basic criteria by answering the follow questions:

1. Did one of the funds events in the chart below happen to you?
2. Would your application meet the following general criteria?
 - a. Are you applying within 180 days after the Event?
 - b. Application submissions are limited to 1 every 12 months.
 - c. If an application is not approved, you must wait 6 months before reapplying.

3. Did you have one or more of the Expenses related to the Event that's is part of the fund criteria in the chart below?
4. Do you have the documentation for the Event and Expenses which provide the necessary details such as date of the expense, person responsible for bill and other details listed in the application?
5. Is the expense documentation current (dated within 60 days of the application)?
6. While there are some additional criteria, applications that do not meet these basic criteria cannot be approved.

The **Qualified Events/Expenses Chart** below is a complete listing of Events and Expenses covered by the fund.

Qualified Events	Qualified Expenses
<p>Natural disaster such as flood, wildfire, tornado, earthquake, tsunami, volcanic eruption, blizzard, drought, cyclone, hurricane, typhoon or severe storms.</p> <p>Terrorist actions</p> <p>Disaster resulting from an accident involving a common carrier such as buses, trains, ferry, planes or trucks</p>	<ul style="list-style-type: none"> • Food – immediate needs only (usually applicable up to 2-4 weeks after the Event). • Clothing – immediate needs only (usually applicable up to 2-4 weeks after the Event). • Reasonable evacuation expenses resulting from an Event. • Reasonable funeral, travel, and burial expenses. • Significant medical expenses not eligible for insurance reimbursement. • Rent: temporary housing up to 30 days. • Reasonable repairs to damaged property. • Essential appliances and furnishings. • Essential utilities (gas, water, and electricity). • Security deposits (for new housing if unable to inhabit existing home). • Mortgage or rent assistance for primary residence. • Adaptive improvements and solutions related to the event. • Transportation repairs other than routine maintenance, or repairs that could not have been avoided • Cost of public or commercial transportation. • Cost of car rental up to 30 days. • Psychological counseling deemed by a physician to be necessary following an Event
<p>Military Deployment</p>	<ul style="list-style-type: none"> • Rent: temporary housing up to 30 days. • Essential utilities (gas, water, and electricity). • Mortgage or rent assistance for primary residence.
	<ul style="list-style-type: none"> • Food – immediate needs only (usually applicable up to 2-4 weeks after the Event). • Clothing – immediate needs only (usually applicable up to 2-4 weeks after the Event). • Rent: temporary housing up to 30 days.

Impacts primary residence: fire, flood or unusual life-altering expense not paid by insurance	<ul style="list-style-type: none"> • Reasonable repairs to damaged property. • Essential appliances and furnishings. • Essential utilities (gas, water, and electricity). • Security deposits (for new housing if unable to inhabit existing home). • Mortgage or rent assistance for primary residence.
Epidemic	<ul style="list-style-type: none"> • Food – immediate needs only (usually applicable up to 2-4 weeks after the Event). • Mortgage or rent assistance for primary residence. • Unable to work due to the event
Death of employee or their immediate family member	<ul style="list-style-type: none"> • Reasonable funeral, travel, and burial expenses. • Psychological counseling deemed by a physician to be necessary following an Event.

Who does the CoolSys Cares Employee Relief Fund include as eligible dependents?

The CoolSys Cares Employee Relief Fund considers the employee’s spouse/domestic partner, minor children and other dependents for whom the employee is financially responsible as eligible dependents. Parents, grandparents or other relatives are **not** considered dependents, unless the employee can show that they are claimed as a dependent on the employee’s IRS (or government) tax returns. A domestic partner is defined as “an on-going and committed spouse-like relationship between adults of the same or opposite gender.”

Do you need help from the CoolSys Cares Employee Relief Fund but do not know how to apply? Are you having trouble with the application, or the documentation required?

The best thing to do is to get someone that you trust to help you through the process. Maybe your supervisor could help, or someone from the human resources department, or someone else that you trust. The important thing to remember is that you have a better chance of getting your application approved if you complete the application accurately and supply all of the backup documentation necessary

How do I apply for assistance from the CoolSys Cares Employee Relief Fund?

STEP 1 Go to www.CoolSysCaresReliefFund.com and click on the button 

STEP 2 **REGISTRATION:** Register and receive application link.

STEP 3 **APPLICATION:** Complete and submit your application. You will receive a confirmation email from Emergency Assistance Foundation, Inc.



How long will it take for my application to be reviewed?

Application processes can be handled quickly if sufficient documentation is provided for the event and for expenses. Forty percent of applications are processed in 7 days.

How will I get the funds if my request is approved?

Approximately 2-3 business days after your award notification email, applicants will receive an eCheck via email for you print out and cash.

What expenses are not covered?

Only the expenses included in the Matrix above meet the grant criteria. Grants are not available for other expenses.

Are funds received as a grant taxable?

No. Grants received in the U.S. are not considered part of your taxable income.

Do I have to repay the grant?

No. Amounts granted under the Fund are not loans and do not have to be repaid.

How will I be notified of the decision?

The Emergency Assistance Foundation will notify you by email if your application is approved, missing information, missing documentation or not approved.

What information does the Fund need when reviewing an application?

In each case, the CoolSys Cares Employee Relief Fund requires a completed application form along with required documentation needed regarding the qualifying incident. The application must establish a financial need and document the expenses for which the grant is being requested. Grants cannot be made without copies of current bills or invoices.

Will my information remain confidential?

Yes. Your personal information is only used to determine your eligibility for a grant and to determine the grant amount to be made. Applications to the Fund are reviewed by Emergency Assistance Foundation, Inc. and will be treated in a confidential manner; however non-identifying statistical information will be reported to CoolSys on a periodic basis to help it improve the fund.

I borrowed money from my friends and family to help me get caught up on my bills. Will the CoolSys Cares Employee Relief Fund reimburse me so that I can pay them back?

No. The CoolSys Cares Employee Relief Fund is available for those employees who do not have the means themselves or other resources available to pay their living expenses.



Can I apply on behalf of another employee?

No. If you think a co-worker would benefit from the CoolSys Cares Employee Relief Fund, please pass along information about the Fund so that he or she can follow up. In the case of an employee who is incapacitated, a family member or manager can apply on the employee's behalf.