



GRANT APPLICATION FAQs

What is the Daikin Cares Fund?

It was created to help employees who are facing financial hardship immediately after a natural disaster or an unforeseen personal hardship. The Daikin Cares Fund relies primarily on individual donations from employees and support from Daikin 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.

Who can apply for assistance from the fund?

Applicants must be:

- Employees of Daikin or its Affiliates on worldwide basis on the date of application; and
- Regularly scheduled to work 30 or more hours per week; or
- On approved leave of absence for no more than one year; or
- Are Part time employees who maintain an active status.

How large of a grant can I apply for?

The maximum amount available for each incident is \$5,000 and the minimum amount that can be requested is \$500

A tiered approach is in place to ensure that the monetary values for each grant amount are equitable across geographies. In some countries, the value will be 75% of the USD values referenced above and others it will be at 50%. Each country is assigned a tier level that had been cross-referenced by the World Bank and is available on the “Daikin Cares Fund Region Grant Tiers”.

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 240 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 event documentation within 60 days of the Application date?
6. While there are some additional criteria, applications that do not meet these basic criteria cannot be approved.



The **Qualified Events/Expenses Matrix** on the next page is a complete listing of Events and Expenses. The Expenses which are eligible depend on which Event occurred and the “√” indicates which expenses are associated with each Event.

		Qualified Expenses that are covered by grants																
		Misc				Medical	Housing*				Transportation**			Misc				
		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	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	Unable to work due to the event	
Qualified Events that are covered by grants	Grant Maximum	Natural disaster such as flood, wildfire, tornado, earthquake, tsunami, volcanic eruption, blizzard, drought, cyclone, hurricane, typhoon or severe storms.	\$5,000	√	√	√	√		√	√	√	√	√	√	√	√	√	
Government (national/state) declared disaster, or determined the event was catastrophic	\$5,000	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	
Impacts primary residence: fire, flood or unusual life-altering expense not paid by insurance	\$5,000	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	
Serious illness or injury – not paid by insurance	\$5,000	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Death of employee or their immediate family member	\$15,000				√	√					√							

* Primary residence only

Who does the Daikin Cares Fund include as eligible dependents?

The Daikin Cares 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 Daikin Cares Fund but do not know how to apply? Are you having trouble with the application, or the documentation required?

The best thing to do then 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 Daikin Cares Fund?

Go to the Daikin Cares Fund’s web page eafdaikinurl.azurewebsites.net and click on the link to the online application system.



What expenses are not covered?

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

Which family members does the Daikin Cares Fund consider as eligible immediate family?

An applicant may be eligible for assistance in the event that he or she is financially responsible for funeral, burial or travel expenses due to the death of an immediate family member. The Daikin Cares Fund defines an eligible immediate family member as any of the following:

- Spouse or partner in a civil union or domestic partnership
- Parent
- Child
- Sibling
- Grandparent
- Grandchild
- Spousal grandparent
- Aunt, uncle, niece or nephew
- Father in law or mother in law
- Brother in law or sister in law
- Son in law or daughter in law

What is the turnaround time to process a grant application?

Normally, within 10 business days or less. The Daikin Cares Fund is administered by Emergency Assistance Foundation, Inc. (EAF) which is a 501c(3) tax-exempt, public, nonprofit organization with IRS approval specifically for Employee Hardship and Disaster Relief Funds. EAF strives to maintain a quick response time from the time they receive a complete application. However, processing time will be extended in cases where documentation or signatures are missing, or if other information is needed. Please take care to double check your application before sending it for review. You will be notified if there is missing information from your application.

How will I be notified of the decision?

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

Are funds received as a grant taxable?

No. Grants received in the U.S. are not considered part of your taxable income. Outside of the U.S. they may or may not be taxable.

Do I have to repay the grant?

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

What information does the Fund need when reviewing an application?



In each case, the Daikin Cares 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. Payments 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 Daikin 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 Daikin Cares Fund reimburse me so that I can pay them back?

No. The Daikin Cares 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 Daikin Cares 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.