

## HELPFUL DEFINITIONS

**Charitable Class:** The Fund's Charitable Class is the group of individuals who are eligible to apply for a grant from the West Employee Emergency Fund, per the Fund's criteria.

**Emergency Assistance Foundation (EAF):** EAF is the third-party administrator for the West Employee Emergency Fund. EAF independently administers all Fund activities, including accepting donations, objectively reviewing grant applications, and awarding and distributing grants. EAF is a 501(c)(3) tax-exempt, public, non-profit organization.

## FREQUENTLY ASKED QUESTIONS

### **What is the West Employee Emergency Fund?**

The West Employee Emergency Fund was created to help Charitable Class members who are in need of immediate financial assistance following an unforeseen disaster hardship. The Fund relies on support from the sponsoring organization (West Pharm) and individual donations made by Charitable Class members, West Pharm's partners, and/or the general public. Every donation makes a difference, no matter the amount, and combined with the donations of others, helps to provide tax-free\* grants when they are needed most.

\*Grants are considered tax-free grants for grant recipients who are subject to United States IRS tax regulations. For recipients outside the United States, the tax treatment of grants will differ based on local policies/laws. For questions related to the tax treatment of grants received, please contact a local tax professional.

### **Who can apply for a grant from the Fund?**

The Fund's Charitable Class (those eligible to apply for a grant) includes:

- Employed by West or its affiliates on the date of the application; and
- Regularly scheduled to work 30 or more hours per week; or
- on approved medical leave or an approved leave of absence for no more than one year, or
- on FMLA (Family Medical Leave Act)
- On a West Contract (Europe)

### **How large of a grant can I apply for?**

The West Employee Emergency Fund grant maximum is US \$5,000 and the minimum amount that can be requested is US \$500. Actual grant award amounts are based on individual financial need as demonstrated through required documentation in the grant application. A tiered approach is in place to ensure that the monetary values for each grant amount are equitable across geographies. In some countries, the maximum grant amount will be 75% of the USD values referenced above and in others it will be 50%. Each country is assigned a tier level that had been cross-referenced with data from the World Bank. Please review our Grant Minimums & Maximums by Country guide at [eafrelief.org/appresourcedocs.com](http://eafrelief.org/appresourcedocs.com) for detailed information.

### **What are the criteria to qualify for a grant from the Fund?**

The West Employee Emergency Fund was designed to provide financial assistance to as many eligible applicants as possible in accordance with the Fund's criteria and United States IRS regulations. Emergency Assistance Foundation (EAF), the Fund's administrator, strives to award grants whenever possible, but there are many factors that determine whether a grant can be awarded. The most basic criteria include the following:

1. You or your eligible dependent (including your spouse/domestic partner) were impacted by one of the qualified Events included in the chart below.

# West Employee Emergency Fund APPLICATION FAQs



- Due to the impact of the qualified Event, you or your eligible dependent (including your spouse/domestic partner) incurred one or more of the qualified Expenses included in the chart below.
- Your application would meet the following conditions:
  - You are applying within 180 days after the Event.
  - Application submissions are limited to 1 every 12 months.
  - If your previous application was not awarded, you must wait 6 months before reapplying.
- IRS regulations require us to ask for proof of the Event that has impacted you or your eligible dependent (including your spouse/domestic partner), as well as proof of the resulting Expense(s) for which you are seeking assistance. You must be able to provide the required supporting documentation, which should be dated within 60 days of the application date. Please review our Supporting Documentation Guide at [eafrelief.org/appresourcedocs.com](http://eafrelief.org/appresourcedocs.com) for detailed information.

This chart shows all of the Fund's qualified Events and Expenses. Qualified Expenses are dependent upon the qualified Event. A green checkmark (✓) indicates which Events and associated Expenses are qualified. Grants are not available for Events and Expenses that are not marked in the chart below.

West Employee Emergency Fund		Qualified Expenses that are covered by grants																					
		Misc		Medical	Housing *				Transportation **				Misc										
Qualified Events that are covered by grants	Grant Maximum	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	Prescription medications not paid by insurance	Travel expenses related to the medical care	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	Psychological counseling deemed by a physician to be necessary following an Event	Expenses resulting from flight from domestic violence such as temporary housing, etc.	Unable to work due to the event	Unexpected child care up to 60 days	
Natural disaster such as flood, wildfire, tornado, earthquake, tsunami, volcanic eruption, blizzard, drought, cyclone, hurricane, typhoon or severe storms	\$500	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Government (national/state) declared disaster, or determined the event was catastrophic	\$500	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Presidentially declared disaster (USA)	\$500	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Epidemic	\$5,000	✓			✓									✓								✓	
Military Deployment (employee, spouse or domestic partner called to active duty)	\$2,500								✓				✓										✓
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	✓	✓			✓	✓	✓				✓										✓	
Non-routine/exceptional medical expense – not paid by insurance	\$5,000					✓	✓	✓														✓	
Victim of a violent crime	\$5,000					✓	✓	✓														✓	
Domestic abuse	\$5,000					✓	✓	✓													✓		✓
Death of employee or their immediate family member	\$2,500				✓																	✓	

## Who does the West Employee Emergency Fund include as eligible dependents?

The West Employee Emergency Fund considers the applicant's spouse/domestic partner, minor children, and others for whom the applicant is financially responsible as eligible dependents. The applicant's parents, grandparents, or other relatives are not considered eligible dependents, unless the applicant claims them as a dependent when filing taxes and can provide supporting documentation as proof. A domestic partner is defined as "an ongoing and committed spouse-like relationship between adults of the same or opposite gender."

## I borrowed money from my family and/or friends due to an unforeseen disaster or personal hardship. Will the West Employee Emergency Fund reimburse me so that I can pay them back?

No. Grants from the West Employee Emergency Fund are only available for those in need of immediate financial assistance who do not have any other financial resources available to them.

## How do I apply for a grant from the West Employee Emergency Fund?

To apply for a grant, go to <http://westemergencyfund.com> and click on the "Apply for Grant" button. The first time you access the online grant application platform, you must create an account by clicking on the green "Register" button. You will receive a confirmation email to verify your email address. You must verify your email address before you can begin the application. Once registered, use your email and password anytime you want to log into the site and work on your application. After completing your application, including providing all required supporting documentation, submit the application for review.

Please review our Grant Application Guide at [eafrelief.org/appresourcedocs.com](http://eafrelief.org/appresourcedocs.com) for step-by-step grant application instructions.

## How does the grant review, award, and payment process work?

**INITIAL REVIEW:** Once your application is submitted and received by Emergency Assistance Foundation (EAF), one of our objective Reviewers will be assigned to review your application. If any additional information or supporting documentation is needed, they will let you know. Your application will remain in Initial Review until all supporting documentation is received and the application is complete. This stage normally takes 7-10 business days but, depending on the applicant's response time and the information/documentation, timing can vary.

**QUALITY CHECK:** After the initial review process is complete, your application will enter the final stage of review, in which a second Reviewer completes a final quality check. This stage normally takes 2-3 business days unless there is a need for additional clarification.

**AWARD NOTIFICATION:** You will be notified by email if your grant is awarded or not awarded. If you are awarded a grant, the email you receive will include all of the important details related to the grant amount and payment information/instructions.

**PAYMENT PROCESS:** If you are located in the United States, any amount being paid to you will be sent via email from [app@echecks.com](mailto:app@echecks.com). The email will provide several digital payment options. If you are located outside the United States, you will be paid through Western Union. You will receive an email from EAF Western Union ([WesternUnion@EmergencyAssistanceFdn.org](mailto:WesternUnion@EmergencyAssistanceFdn.org)) which will contain instructions to provide your banking information through a secure site. If you do not have a bank account, you will be able to collect the payment in person at a Western Union Retail location. Be sure to look for emails in any filtered inboxes and spam or junk folders.

The processing of grant payments normally takes two weeks or less. Please note that this time estimate assumes there is sufficient money in the Fund to make the grant payment. In addition, banking systems vary by country and certain banking regulations may cause delays that are beyond EAF's control.

Please review our Grant Payment Guides at [eafrelief.org/appresourcedocs.com](http://eafrelief.org/appresourcedocs.com) for additional detail.

## Can I apply for a grant on behalf of someone else?

No. If you think an eligible Charitable Class member would benefit from a grant, please share information about the West Employee Emergency Fund with them. In the case of a Charitable Class member who is incapacitated, a family member or manager can apply on their behalf.

## Are grants from the Fund taxable?

Grants from the Fund are considered tax-free for grant recipients who are subject to United States IRS tax regulations. For recipients outside the United States, the tax treatment of your grant will differ based on local policies/laws. For questions related to the tax treatment of grants received, please contact a local tax professional.

## **Do I have to repay the grant?**

No. Grants from the Fund are not loans and do not have to be repaid.

## **When I apply for a grant, will my personal information remain confidential?**

Yes. Your personal information is only used to determine your grant eligibility and the grant amount unless you as the applicant opt in to share additional details with the Fund's sponsoring organization (West Pharm) under certain circumstances. Grant applications are independently and objectively reviewed by Emergency Assistance Foundation (EAF), the Fund's third-party administrator, and will be treated confidentially. However, non-identifying aggregated statistical information will be reported to the Fund's sponsoring organization (West Pharm) on a periodic basis in an effort to improve the Fund.

## **How do I contact Applicant Support?**

The Applicant Support team for the West Employee Emergency Fund at Emergency Assistance Foundation (EAF) can be reached via email at [WEEF@EmergencyAssistanceFdn.org](mailto:WEEF@EmergencyAssistanceFdn.org) or by phone at (855) 705-0860. Please visit the Fund's webpage for additional contact options.

## **Where can I find additional resources?**

Visit [eafrelief.org/appresourcedocs.com](http://eafrelief.org/appresourcedocs.com) for helpful grant application resources and documents.  
Visit [eafresources.org](http://eafresources.org) for links to local resources, disaster preparedness education, financial learning tools, and more.