



Application for Assistance: Financial Relief for Personal Hardship

KeyBank’s Employee Hardship Relief Fund is administered by Gifts of Kindness, LLC on behalf of The Columbus Foundation to help ensure funds are distributed efficiently, equitably, and with discretion. The Columbus Foundation staff will handle administration of the application process and grant-making decisions as they relate to this fund. KeyBank will not be involved with those decisions. All applications are kept in strict confidence and are considered on the basis of need and eligibility.

Please note that these hardships DO NOT currently qualify for financial assistance at this time: (1) a spouse’s loss of income or job, (2) funeral expenses for a relative who was not financially dependent on you, and (3) loss of income due to caring for a relative who is not financially dependent on you.

Please note that you may apply for financial assistance once for each qualifying event, and may receive up to \$3,000 in total assistance in a rolling 12-month period.

COMPLETE THIS FORM AND SEND TO:

- **MAIL: THE COUMBUS FOUNDATION ATTN: KEYBANK EMPLOYEE HARDSHIP RELIEF
1234 E. BROAD ST.
COLUMBUS, OH 43205**
- **EMAIL: KBEHR@columbusfoundation.org**
- **FAX: 614-251-4010 (ATTN: KeyBank Employee Hardship Relief)**

EMPLOYEE NAME

EMPLOYEE ID

HOME ADDRESS (W ITH CITY/STATE/ZIP)

() _____
HOME PHONE

() _____
WORK PHONE

EMAIL

Preferred method of contact (phone or email): _____

Have you been an employee with KeyBank for at least one year (since most recent hire date)?

YES No

\$ _____
AMOUNT OF GRANT REQUESTED

EMERGENCY TYPE (PLEASE SELECT ONE)

EMERGENCY HARDSHIP:

Death or loss of spouse or child that results in financial hardship

- Serious crime affecting self or family member* that inflicts injury on a person or loss of ability to pay for basic necessities
- Serious health condition of self or family member* who is financially dependent on you and as defined by the Family Medical Leave Act (FMLA), inclusive of injury on a person due to an accident
- Military deployment: unexpected costs associated with deployment of associate or deployment of a family member

QUALIFIED DISASTER:

ONE TEAM. ONE GOAL. ONE BIG FAMILY.

- Acts of nature that affect an employee’s primary residence (e.g. floods, lightning strikes, hurricane, tornado, ice storm, wild fires, earthquakes)
- Government-declared natural disaster
- Terrorist or military action

1 Please provide a description of your emergency that led to your request for help. Attach supporting documents, such as photos or news stories if applicable. Use additional pages if necessary.

2 Please describe the financial needs that have resulted from the event in any of the following areas. Financial needs must be in any of the following areas. Please use additional pages if necessary.

Immediate Needs

Food, clothing, temporary housing, child care, and reasonable evacuation expenses resulting from the event

Housing/Primary Residence

Reasonable repairs, essential appliances and furnishings, essential utilities, security deposits, and rent/mortgage assistance

Basic Transportation

Car payment/car insurance, repairs other than routine maintenance or repairs, cost of public or commercial transportation, and cost of car rental

Other

Reasonable funeral, travel and burial expenses of an employee or their family member

3 Please itemize in detail the financial loss or expenses incurred. You must provide copies of estimates, bills, statements, or receipts. Use additional pages if necessary.

I attest that the information provided above is true to the best of my knowledge and that the grant for which I am applying will be used for needs that are not met by any other source for assistance. Further, I acknowledge that my receipt of the requested grant is dependent upon whether I am eligible for such grant and the availability of funds.

EMPLOYEE SIGNATURE

DATE

All information shared in this application will remain strictly confidential. The Columbus Foundation will contact a KeyBank Human Resources representative for the sole purpose of verifying employment. KeyBank will receive confidential reports that share the fund's balance and number of associates served. These reports have no personal identifying information.