



## Michael R. Walker Foundation Grant Request Form: Guidelines and Application Instructions

### Guidelines:

The Michael R. Foundation assists our employees who are experiencing unforeseen hardships. You must be a current Genesis or affiliated employee to be eligible to apply for a grant. The Foundation does not approve grant requests for situations not qualifying as an “unforeseen” hardship unless related to an eligible grant criteria category.

Employees can apply for assistance related to hardships caused by the following criteria areas:

- Natural disasters (ex: flood, fire to personal home, apartment, etc. rendering dwelling uninhabitable)
- Medical emergencies involving serious acute illness or injury to self or immediate family
- Funeral expenses for immediate family
- Domestic abuse resulting in a need for relocation of safe affordable housing

\*\*\*The Foundation works closely with the employees to provide access to the Employee Assistance Program (EAP) through HMS to provide counseling and other resources that may benefit employees through times of hardship. Even if you are not approved for financial assistance through the Foundation, we will do our best to connect you to other resources in your area. The Foundation may require employees to seek outside resources including EAP, Health Advocate, etc. assistance prior to being considered for a grant.\*\*\*

### To Apply for a Grant:

- Employees or a co-worker (on behalf of an employee) may complete the following “Grant Request Link” that is appropriate for the hardship (Natural Disaster, Medical, Funeral or Domestic Abuse).
  1. Please work with your CED/Workforce Specialist/Direct Supervisor (and whomever you feel comfortable to thoroughly complete and submit the form.
  2. Complete all fields on the grant application and press the “submit” button. You will receive a confirmation email sent to the email you indicate on the on-line application form.
  3. Missing information can cause a delay in processing.
- Applicable bills should be submitted to : Fax (610-347-6217), email ([Genesis.Employee.Foundation@GenesisHCC.com](mailto:Genesis.Employee.Foundation@GenesisHCC.com)) or mail (Michael R. Walker Foundation, 101 East State Street, Kennett Square, PA 19348).
  1. If supporting documentation is not received the requestor will receive a personal phone call. Failure to submit required documentation within 10 business days of phone contact will result in the request being withdrawn from consideration. If the requestor is able to acquire the supporting documentation after it has been withdrawn and wishes to submit a new request with the required documentation, he/she may do so.
- The Foundation’s administrative team will contact your Center Executive Director, Workforce Manager (if applicable) and/or your direct Supervisor.

\*\*\*Michael R. Walker Foundation considers all information regarding grants personal and highly confidential. Your information is sent directly to the Foundation and is never shared outside of the Foundation. You, your supervisor and anyone who assists employees with the grant submission process, is also expected to protect the confidential information. \*\*\*