



## INDIVIDUAL FUNDING APPLICATION OVERVIEW

*Requests for SEARCH Donations are offered to individuals in the event, meetings, catering, hospitality and incentive industries.*

*The range allowed to any individual is up to \$5,000.00 per calendar year.*

According to Article 1, Section 3 of the SEARCH Foundation bylaws, a crisis is defined as follows: For purposes of the Corporation a catastrophe is defined as major medical treatment for which the costs cannot be afforded; the loss of home or business due to illness, fire, extreme weather, or other conditions beyond the control of the individual. At no time shall funds from the Corporation be used to provide financial support to any person or entity who does not meet the conditions stated in this paragraph.

### **Steps used in the application process:**

1. A request for SEARCH Crisis Funds following the Application Guidelines that follow is sent via email to the SEARCH Office at: [Corinne@SearchFoundation.org](mailto:Corinne@SearchFoundation.org)
2. A letter of acknowledgement will be sent by the SEARCH Office within three business days of receipt. A docket file number will be assigned to this request. It is imperative to use this file number on any future correspondences.
3. The Crisis Relief Committee Chair will receive all documentation **anonymously** and begin the review process with the committee.
4. Applicant will be notified in writing by the SEARCH Office with the decision of the Crisis Relief Committee and the results of their donation request within 14 days (sent in PDF form via email).

**Submittal Guidelines Detailed on Next Page**

**Also, be sure to print, complete, and submit the actual Application Form on page 3.**



## INDIVIDUAL FUNDING APPLICATION GUIDELINES

*Request for SEARCH Crisis Funds are offered to individuals in the event, meetings, catering, hospitality and incentive industries.*

*The range allowed to any individual is up to \$5,000.00 per calendar year.*

Applicants for funding are required to submit the following funding requirement details noted below. The receipt of all applications will be acknowledged. (Please Note: The **Document** should be no longer than three double-spaced pages. Format will be accepted in PDF, WORD, Excel and/or JPEG.)

- **Please complete and sign the Crisis Relief Application on page 3.**
- **Be sure to submit two (2) letters from event industry professionals confirming your employment in the event industry and their knowledge of your situation. Letters must contain contact information for each individual (phone and email).**

**A document containing the following sections will also be required:**

1. **Section “A”:** (One paragraph or less) Describe your involvement in the special event industry.
2. **Section “B”** (At least three paragraphs) In detail please explain the circumstances surrounding your request for funds. It is beneficial to provide as many specifics as possible so the committee can have a clear understanding of the events leading up to the submission.
3. **Section “C”:** Please state the amount of funds requested along with how the funds will be used. Specifically and clearly detail any related medical expenses or personal expenses directly related to the incident and submit documentation for these expenses (copies of invoices, medical bills, etc.) It is important that as much back up as possible is provided so that the committee can make an informed decision. Requests that do not contain enough documentation may be delayed until more information is submitted. You will be contacted by SEARCH if more material is needed.
4. **Section “D”:** Explain why you feel your request falls in line with the SEARCH Mission Statement; *“The SEARCH Foundation supports event professionals in crisis who are confronted with a catastrophic occurrence”.*
5. **Section “E”:** Supply full disclosure regarding any current personal, property or business insurance coverage, the status of any other funding requests as well as past sources of funding.
6. **ANSWER** this question at the end of your submitted paperwork (does not affect eligibility):  
May we contact you for future marketing purposes?    ☐ yes    ☐ no

**Email all of the above detailed information to: [Corinne@SearchFoundation.org](mailto:Corinne@SearchFoundation.org). You will be notified within THREE business days acknowledging receipt. You will be notified within 14 business days after the completed application has been reviewed.**



## Application For SEARCH Funds

Name\_\_\_\_\_

Company\_\_\_\_\_

Job Title: \_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Postal Code\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

Years in Special Event/Meetings/Hospitality Industry\_\_\_\_\_

Are you a member of any of the following organizations (does not impact your application for funds):

\_\_\_\_ Assn. for Wedding Professionals Intl. (AFWPI)

\_\_\_\_ Assn. of International Floral Designers (AIFD)

\_\_\_\_ American Floral Industry Assn.

\_\_\_\_ American Rental Association (ARA)

\_\_\_\_ Association of Bridal Consultants

\_\_\_\_ Event Planners Association

\_\_\_\_ Intl. Association of Corporate Entertainment  
Producers (IACEP)

\_\_\_\_ Intl. Caterers Association (ICA)

\_\_\_\_ International Special Event Society (ISES)

\_\_\_\_ Meeting Professionals International (MPI)

\_\_\_\_ National Association for Catering & Events (NACE)

\_\_\_\_ Professional Convention Managers Association  
(PCMA)

\_\_\_\_ Society of Government Meeting Professionals

\_\_\_\_ Themed Entertainment Association (TEA)

\_\_\_\_ Association of Entertainment Professionals (AEP)

\_\_\_\_ Wedding Industry Professionals Association (WIPA)

\_\_\_\_ Other \_\_\_\_\_

***I hereby confirm that all the information contained on this application and other submitted documentation is true and correct, under penalty of law.***

Signed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed