**INDIVIDUAL FUNDING APPLICATION OVERVIEW**

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

**The range allowed to any individual is up to $5,000 per occurrence within a 12-month period.**

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 place of business due to personal illness, fire, extreme or weather conditions. 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

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 correspondence.

3. The Crisis Relief Committee 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).

\*\*NOTE: Your personal information is held in the strictest confidence. No Crisis Relief Committee member or anyone on the Application Review committee will ever see your name or personal information.

**Submission Guidelines Detailed on Next Page**

**INDIVIDUAL FUNDING APPLICATION GUIDELINES**

Requests for SEARCH Crisis Funds are offered to individuals in the event, meetings, and catering industries.

The range allowed to any individual is up to $5,000.00 per occurrence within a 12-month period.

Applicants for funding are required to submit the following funding requirement details noted below. The receipt of all applications will be acknowledged. 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 be written on company letterhead and contain contact information for each individual (phone and email).

**Please type your verbiage directly into this word document**:

1. **Section "A":** (One paragraph or less) Describe your involvement in the events, meetings, catering or hospitality 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 expenses due to the crisis and/or catastrophic event, including, but not limited to, medical, personal or professional expenses directly related to the incident. Please submit documentation for these expenses (copies of invoices, medical bills, etc.) It is important that you provide as much back-up support documentation as possible 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 how your request falls in line with the SEARCH Mission Statement; "The SEARCH Foundation supports events, meetings and catering professionals in crisis who are confronted with a catastrophic occurrence'

5.  **Section "E":** Supply full disclosure regarding any and all available funds. Including: current personal, property or business insurance coverage; any additional financial support from household, and/or family assistance. Status of any other funding requests (grants, loans, government/other assistance), as well as past sources of funding. Or absence of funding for any or all of previous mentioned support.

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 the above detailed information to: Corinne@SearchFoundation.org.

You will be notified within THREE business days acknowledging receipt. You will be notified within 10 business days after the completed application has been reviewed.