



For Office Use Only  
 Application number: \_\_\_\_\_  
 Revised 01.01.23

## INNTouch Application

*Note: Drury Hotels has partnered with the St. Louis Community Foundation to administer the INNTouch program. All information contained in this application is confidential and will not be shared with your employer except as aggregate data.*

**The Program:** The INNTouch Fund helps team members who are experiencing a financial burden due to a disaster or other extreme situation by making grants to help cover basic living needs. Your co-workers and employer make these grants possible.

**Eligibility:** You or your surviving eligible family member are eligible to apply, if you meet both of the following conditions:

- You have been an employee of Drury Hotels Company (officers are not eligible) for at least six months.
- You have experienced financial burden due to a qualifying event that happened within the past 90 days. Qualifying events that happen outside of the 90 day period with extenuating circumstances will also be considered. A qualifying event is:
  - A natural disaster (flood, earthquake, wildfire, tornado, etc.) that has affected your primary residence.
  - A serious illness or injury (employee or eligible family member) that affects your ability to pay for basic living expenses.
  - A death (employee or eligible immediate family members), when loss of income, funeral expenses, or uninsured medical expenses affect your ability to cover basic living expenses.
  - Catastrophic or extreme circumstances (fire, robbery, assault, domestic abuse) that affect your ability to cover basic living expenses.

**Grants:** The maximum support from the fund in a two (2) year period is \$3,000; in general, the minimum vendor payment is \$250. All grant checks will be sent directly to a vendor to cover eligible expenses from a current bill or invoice. It is important for you to understand that no distributions will be made directly to team members.

**Application:** To be considered for grant support, complete all four pages of the application. Print your name at top of each page. Answering questions completely will help us process your request quickly.

- Attach current bills, invoices, and supporting documentation.
- You will be notified of the status of your application at the email or address you provide below generally within 10 days of receipt.

Send your completed, signed application with supporting documentation to [inntouch@stlgives.org](mailto:inntouch@stlgives.org) or mail to

INNTouch  
 St. Louis Community Foundation  
 #2 Oak Knoll Park  
 St. Louis, MO 63105

### SECTION 1: INFORMATION ABOUT YOU

|  |                         |  |      |
|--|-------------------------|--|------|
| Team Member Name (print clearly):  |                         |  |      |
| Permanent Home Address:  |                         |  |      |
| City:  |                         | State:   | Zip: |
| Daytime phone:<br>( ) ( )  | Other phone:<br>( ) ( ) | Email you check regularly:   |      |
|  |                         | Have you applied to this program before?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |      |
| You are employed by: <input type="checkbox"/> Drury Hotels Company<br><input type="checkbox"/> Drury Development Corporation (DDC)<br><input type="checkbox"/> Drury Southwest (DSW) |                         | City, State, Zip:  |      |
| Hire Date:   | Job Title:              | Employee ID#:  |      |

Employee Name, printed clearly: \_\_\_\_\_

**SECTION 2: DESCRIBE YOUR SITUATION**

Which qualifying incident caused your current financial burden?

**Natural Disaster**    **Serious Illness or Injury**    **Death in Family**    **Catastrophic or Extreme Circumstances**

Detail of incident: \_\_\_\_\_ Date of incident: \_\_\_\_\_  
(tornado, flood, type of illness or surgery, deceased's name & relationship, name of circumstance, etc.) (must be within 90 days of application)

Was the incident covered by insurance?  Yes  No If yes, is your application today being submitted after insurance coverage has been applied?  Yes  No If no, why not?

Describe what happened that caused your financial burden:

Please tell us anything else you feel would help us understand the burden you and your family are experiencing as a result of this incident:

Employee Name, printed clearly: \_\_\_\_\_

### SECTION 3: SPECIFIC REQUEST

Grants are paid to vendors in response to an unpaid bill or invoice for eligible, basic expenses. Examples of eligible expenses:

- rent, mortgage or other housing payments
- temporary housing and security deposits for new housing
- utility bills (electricity, heating, water, etc.)
- medical expenses not covered by insurance
- funeral expenses for immediate family
- car repair or car payments

See Grant Documentation below for more detail.

The Program **cannot** make grants for the following:

- reimbursements to employee or other individual
- legal fees
- credit card debt
- cable, phone or internet
- appliances, electronics
- grave markers
- collection agency requests
- student loans or expenses
- repairs due to negligence or neglect

**Grant Payment:** If an application is approved, payment(s) to the vendor(s) will be made by check and will include the employee's account number, if applicable, and a copy of the bill or invoice provided with the application. In general, the minimum vendor payment is \$250; the annual maximum is \$3,000.

**Grant Documentation:** Please list the bills you need assistance with, **listing the most important ones first**. If you are requesting payments to more than three vendors, attach a page with identical information provided. Please include the following:

- Bill, invoice, lease, mortgage coupon, statement of amount due.
- A completed W-9 for any vendors that are individuals, partnerships, or LLCs (blank form at the end of the application).
- A published obituary or death certificate is required for expenses relating to a death that are not included on an invoice from a mortuary.
- Fire, police or other official reports are required for applications resulting from catastrophic events.

|                        |                        |
|------------------------|------------------------|
| Vendor Name            |                        |
| Vendor Mailing Address |                        |
| City, State, Zip       | Invoice/Bill due date: |
| Your account number    | Payment amount:        |

|                        |                        |
|------------------------|------------------------|
| Vendor Name            |                        |
| Vendor Mailing Address |                        |
| City, State, Zip       | Invoice/Bill due date: |
| Your account number    | Payment amount:        |

|                        |                        |
|------------------------|------------------------|
| Vendor Name            |                        |
| Vendor Mailing Address |                        |
| City, State, Zip       | Invoice/Bill due date: |
| Your account number    | Payment amount:        |

Employee Name, printed clearly: \_\_\_\_\_

#### SECTION 4: THE FINE PRINT

This charitable program was established in 2015 by Drury Hotels Company, LLC to receive gifts from team members, the company, and others who believe in the power of community members helping each other. The program is a charitable entity because of the company's partnership with the St. Louis Community Foundation, a 501(c)3 public charity whose mission is to help organizations, families and businesses put their charitable dollars to work in the community. The program is controlled and administered by the Foundation for the support of eligible team members who apply for support. Though a committee of Drury Hotels Company, LLC leaders initiated the fund and advises the Foundation, all decisions are determined by the Foundation.

An application does not guarantee grant support. If awarded, the grant support you receive is not considered an employee benefit. Applications are assessed without regard to your work evaluation or position within the company, and will not impact your employment in any way.

Information provided in this application, with the exception of your name and address, will be confidential between you and the Community Foundation. Your name and address will be provided only to Human Resources to confirm employment.

Your signature below signifies that you understand the paragraphs above, that the annual maximum that you can request is \$1,000, and that, generally, the minimum vendor payment is \$250.

Your signature below also certifies that the information you provided is true and complete, releases the St. Louis Community Foundation and Drury Hotels Company, LLC from any liability associated with the denial of or funding of this application, and authorizes the Foundation to verify information provided in connection with processing this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Before you submit, complete the Application Checklist for your own peace of mind:

- I read the requirements and I feel that I qualify
- I emailed [inntouch@stlgives.org](mailto:inntouch@stlgives.org) or called 314-880-4957 with any questions I had
- I completed Sections 1, 2 and 3 with all the details requested
- I am enclosing current required documentation for each vendor listed in Section 3. If applicable, I also included documentation of the incident, such as an obituary, police, or fire report
- I read Section 4 thoroughly, and signed and dated my application
- I am keeping a copy of my application for my files
- I am emailing or mailing my entire application and supporting documentation to the INNTouch Fund at the St. Louis Community Foundation

The **INNTouch Fund**, a component fund of the St. Louis Community Foundation, a 501(c)3 public charity, does not discriminate on the basis of race, religion, creed, national origin, gender, age, color, sexual orientation, veteran status, physical or mental disability. The St. Louis Community Foundation is solely responsible for all decisions regarding charitable distributions from the fund.

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