



Olin Employee Disaster Relief Fund Application

Please print, fill out, and email or mail to the address at the end of the application

The Program: Olin Employee Disaster Relief Fund helps employees who are experiencing financial hardship due to a declared natural disaster. Other employees and your employer make these grants possible.

Eligibility: You or your surviving eligible family members, as defined by the company handbook, are eligible to apply if you meet all the following conditions:

- You are a full-time, part-time, or hourly employee of Olin.
- You have experienced financial hardship 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 may also be considered. A qualifying event is one of the following that has affected your primary residence:
 - A declared natural disaster (flood, earthquake, wildfire, tornado, etc.)
 - A house fire

Grants: Grant support is limited to up to **\$1,000** per application, up to two applications per year, but **each application must be for a separately experienced and unique declared disaster.**

Grant checks from the St. Louis Community Foundation will be sent directly to a vendor to cover eligible expenses from a current bill or invoice. No distributions will be made directly to employees.

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

- Please 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 business days of receipt.

SECTION 1: INFORMATION ABOUT YOU

Employee Name (print clearly):		
Permanent Home Address:		
City:	State:	Zip:
Daytime phone: ()	Other phone: ()	Email you check regularly- work or home:
		Have you applied to this program before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Hire Date:	Job Title:	Work Location:

Employee Name, printed clearly: _____

SECTION 2: DESCRIBE YOUR SITUATION

Detail of incident: _____ Date of incident: _____
(type of disaster) (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 hardship:

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

Have social service agency resources been requested or used? If you have already received services, please tell us which organization(s), how they were able to help, and include details of monetary or other support:

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
- home repairs necessary to restore or maintain safety
- car repair or payments (only after natural disaster)
- furniture, appliances, electronics (only after natural disaster)
- cleaning services (only after natural disaster)

Premiums – this fund cannot pay any sort of insurance premiums.

Deductible – this fund can pay expenses that can be used to meet your deductible, but the payment must go to the service provider, not the insurance company.

EXAMPLE: Your roof is damaged in a storm. You reach out to your insurance company, and they tell you that your deductible is \$5000; this means that you must pay the first \$5000 of the roofing bill, and then the insurance company will pay the rest. You may apply and ask us to pay towards that \$5000, but we would pay the roofing company, not the insurance company.

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

- reimbursements to employee or other individual
- legal fees
- credit card debt
- internet, cable, or phone payments
- hotel payments for temporary housing
- medical expenses
- funeral expenses
- collection agency requests
- student loans or expenses
- home 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 \$1,000.

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:

- Confirmation of your qualifying event.
 - Photos, insurance report, or other documentation showing you were directly impacted by the natural disaster
- Bill, invoice, lease, mortgage coupon, statement of amount due.

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 2024 by Olin to receive gifts from employees, 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 Community Foundation for the support of eligible employees who apply for support. Though Olin and its leaders initiated the fund and advise the Community Foundation, all decisions are determined by the Community Foundation.

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

This application will be confidential between you and the Community Foundation, although we will verify your employment.

Your signature below signifies that you understand the paragraphs above, that only one application for one qualifying event can be filed in a calendar year, that the minimum vendor payment is \$250, that the annual maximum that you can request is \$1,000, and that support may be below this amount.

Your signature below also certifies that the information you provided is true and complete, releases the St. Louis Community Foundation and Olin from any liability associated with the denial of or funding of this application, and authorizes the Community 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 olin@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
- 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 olin@stlgives.org

The **Olin Employee Disaster Relief 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.

Send your completed, signed application with supporting documentation to olin@stlgives.org
Olin Employee Disaster Relief Fund
#2 Oak Knoll Park
St. Louis, MO 63105