

# Proxy Application- Important Information

## Profile Page

Enter the applicant/employee's information. All fields with an asterisk are required. Keep in mind that you will need details such as their bank name if selecting digital disbursement for payment, employment start date, number of people in household, etc.

Throughout this proxy application, unless otherwise noted, please enter the information of the employee for whom you are completing the application. All contact and payment information entered below should be that of the employee.

### Contact Information

**First Name \***

**Last Name \***

**Suffix**

**Primary Email Address \***

**Primary Telephone Number \***

**Work Telephone Number**

### Primary Address

**Country \***

**Street 1 \***

**Street 2**

**City \***

**State or Province \***

**ZIP/Postal Code \***

## Profile Information

How would you like to be contacted?

Any

Employment Start Date \*

M/D/YYYY

Employment Type \*

Estimated Annual Household Income (USD) \*

Number of People in Household \*

Do You Own Your Home? \*

Preferred Method of Payment \*

If you are awarded financial assistance, we need to know how to pay you. If you have a bank account, we recommend you select to receive payment via "Digital Disbursement". Digital Disbursement will be the quickest way for you to receive money directly into your bank account through one of our preferred payment partners.

For US applicants: If you do not have a bank account or prefer standard mail delivery, select the Check option and we will mail you a physical check.

## Mailing Address

Mailing Address Same as Primary?

☐ No ☒ Yes

### Notes:

- Enter a company/property address if the applicant does not currently have a home address that can receive mail (for check payment).
- For digital disbursement payments (U.S. only), the applicant will need to have Zelle or enroll with Zelle. You can share this [Zelle enrollment guide](#) if needed (which can also be found under Grant Payment Support on the portal).

## Application Type

For disaster events, you can select either the **Evacuation** application or **Repair & Recovery** application.

- **Evacuation**- For immediate, short-term assistance such as hotel/lodging, meals, mileage, toiletries, and spare clothing. *Receipts/documentation are not required, but estimates will be made for award amounts based on household size.*
- **Repair & Recovery**- For long-term recovery assistance which can include home repairs, basic utilities, vehicle expenses, replacement of furnishings, and more. *Receipts/documentation are required.*

The image displays two vertical application cards side-by-side. The left card is titled 'Evacuation' and contains the text 'I need help with evacuation expenses because of a natural disaster.' It features three circular icons: a flame, a hurricane, and a house with waves. The right card is titled 'Repair & Recovery' and contains the text 'I need help with repair and recovery expenses because of a natural disaster or catastrophic event.' It features three circular icons: a pipe with a leak, a house with a wrench, and a house with a fire. Both cards have a blue 'APPLY →' button and a link 'What documents will I need?' at the bottom.

- An individual can apply for both evacuation assistance and repair and recovery assistance. This can be at the same time with 1 application, or the requests can be made under separate applications.
- If your employee requires immediate assistance for hotel accommodations, meals, etc., since they may be displaced, this would be an evacuation application. The application will ask if they know of other recovery needs at this time. If they do, you can proceed with applying for both types of assistance. If they don't know what else is needed now, then they can come back and apply later for recovery assistance (within 12 months of the event's occurrence).

- It is suggested that the applicant wait to apply for recovery assistance until they have a full assessment of costs and can provide all of the information needed to be awarded for those expenses.

## Recovery Expenses Page

Check the box for all expenses the applicant needs assistance with. Proof/documentation will be asked for on the next page for any expense that is selected.

### Recovery Information

Please select which expense(s) you have incurred, related to recovering from your event, that you need financial assistance in order to pay

☐ **Home Repair Expenses (for your primary residence only)**

Examples: Repairs to the primary structure of your home including windows, doors, roofs, ceilings, or flooring. \*\*Note that repairs to structures such as detached garages, carports, sheds, fences, and pools are not allowed.\*\*

☐ **Home Insurance**

Examples: Insurance deductibles and premium for primary home.

☐ **Basic Utility Expenses**

Examples: Electricity, gas, water, sewer, internet, telephone (landlines, cell phone, mobile phone)

☐ **Medical Expenses**

Examples: Reasonable medical, dental vision and hearing expenses that are not already covered by other sources such as your insurance.

☐ **Vehicle Expenses**

Examples: Repairs to your primary vehicle that were related to the event you experienced which may include your monthly insurance or premium payments.

☐ **Childcare Expenses**

Examples: Costs related to the care of your child such as childcare/daycare. \*\*Note that your childcare provider must be appropriately licensed.\*\*

☐ **Replace Furnishings (essential appliances and furnishings)**

Examples: Beds, sheets, towels, dining table, stove, refrigerator and cookware. \*\*Washer and Dryer replacement are not covered\*\*

☐ **Mortgage/Rent**

Examples: Monthly mortgage or rent, homeowners association dues, and property taxes.

☐ **Food Replacement**

Examples: Wasted/spoiled food because of a long-term power outage.

☐ **Public Transportation Needs**

Examples: Cost related to your use of public transportation such as fares for bus, jeepney, matatu, train, ferry, or other mode of public transportation.

☐ **Funeral and Burial**

Examples: Funeral invoice or burial services costs

☐ **Travel Expenses**

Examples: Meal allowance, hotel/lodging, mileage, plane tickets, rental cars

**Based on the event and expenses you selected, please describe why you need financial assistance: \***

Example: "Hurricane X hit my home and we were ordered to evacuate. I had to pay for meals and stay at a hotel for my family. When I returned home a tree fell on our roof and now we have major repair work to fix our home."