

# **TRUSTED CHOICE® DISASTER RELIEF FUND GUIDELINES**

Established by the IIAA Educational Foundation

## **FUND OVERVIEW**

The Trusted Choice® Disaster Relief Fund (Fund) was established by the IIAA Educational Foundation (Foundation) of the Independent Insurance Agents & Brokers of America (IIABA) to assist others who have suffered losses due to natural or man-made disasters determined by the Foundation, in its sole discretion, to qualify for distributions from the Fund (Disaster). The Foundation is a 501(c)(3) entity. Contributions are tax deductible to the extent permitted by law and no fees are deducted from contributions to the fund for time of Foundation staff/officers to manage it and make distributions from it.

The Fund was created to provide the insurance industry, including IIABA staff, members, their agency staffs, and others, with a vehicle to make financial contributions to aid victims and surviving family members of Disasters through cash grants made directly to help victims and surviving family members of Disasters to pay for immediate or ongoing financial needs when other funding sources (such as insurance and other grants) are not available, to support other recognized tax exempt organizations providing such relief and assistance to victims and surviving family members of Disasters, to fill the gap until other funding sources can be accessed, and to provide insurance agents with supplies and resources to provide Disaster relief efforts to aid victims and surviving family members. The types of expenses the Fund will cover are listed under the Use of Funds Section of the Disaster Fund Guidelines.

## **POLICY STATEMENT**

The purpose of the Fund is to provide financial aid to victims and surviving family members directly affected by Disasters. This includes the cost of supporting the social, economic, and psychological recovery of victims and surviving family members. The Foundation has complete discretion with regard to how the grants will be distributed.

The Foundation reserves the right, in its sole discretion, to reject any grant applications received, to select the grant recipients, and to determine the amounts of any grants made.

The Foundation reserves the right, in its sole discretion, to revise these Guidelines at any time.

## **CRITERIA**

- The cumulative amount of all grant(s) to any eligible victim may not exceed the maximum amounts established by the Foundation per individual or business without the approval of the Foundation Board of Trustees. The Foundation may make additional grants to eligible victims, in its sole discretion.
- Grants can be made only to those covered in the Eligibility Section and for the purposes enumerated in the Use of Funds Section.

## **ELIGIBILITY**

Victims and surviving family members directly affected by Disasters who are eligible for a grant from the Fund are defined as:

- Individuals who sustained damage or loss to their homes directly caused by a Disaster;
- Businesses in the insurance industry that sustained damage or loss directly caused by a Disaster;
- Trade associations or non-profit businesses assisting other businesses in the insurance industry that sustained damage or loss directly caused by a Disaster;
- Individuals in need of humanitarian aid due to losses directly caused by a Disaster, and recognized tax exempt organizations providing such aid to victims and surviving family members of Disasters;
- Surviving family members of deceased victims of the Disaster. Surviving family members are defined as a lawful spouse, guardian of the victim's minor children, or in the event none of the above family members exist, the victim's adult children, or in the event no adult children exist, the victim's parents. Surviving family members must show proof of death and must certify that the grant will be used for funeral expenses that have not been supported by another grant or otherwise reimbursed.

Direct grants to individuals will only be made to applicants who are U.S. citizens or legally admitted for residence in the United States.

In all cases involving individual grants, grant applicants must complete the Fund application form and submit all requested documents in support of the application in order to be considered for a grant from the Fund. The Foundation reserves the right to make grants to recognized tax exempt organizations dedicating funds to assisting Disaster victims and surviving family members without completing a grant application.

## **USE OF FUNDS**

The Fund expects to make grants to help Disaster individual victims and surviving family members, businesses unable to operate in their offices, non-profit businesses assisting other businesses unable to operate in their offices, and recognized tax-exempt organizations providing humanitarian aid. Grants may be used to cover expenses not covered by insurance or other grants for things such as:

- Lost wages and benefits related to employment (such as health insurance);
- Lost essential personal property, including items lost from offices or while property was evacuated (e.g., shoes, eyeglasses);
- Medical expenses not subject to reimbursement (including psychological counseling expenses);
- Living expenses (e.g., food, clothing);
- Housing expenses (e.g., immediate rental assistance for displaced residents, mortgage, utilities);
- Transportation expenses;

- Funeral and related expenses for victims who died directly as a result of injuries sustained during a Disaster;
- Office equipment, furniture and supplies;
- Office relocation and operational expenses;
- Humanitarian aid; and
- Other time-sensitive and unreimbursed expenses.

Grants also may be used as otherwise provided for in these Guidelines. A recipient of a business grant may be required to provide verification to the Foundation that the grant was used for the purpose(s) in the application.

### **INELIGIBLE EXPENSES**

The Fund will not make grants:

- To cover the value of cash, art, fur, jewelry or other non-essential items that were lost in a Disaster;
- To applicants who do not meet the criteria describing victims and surviving family members of a Disaster (in the Eligibility Section).
- The effect of lost business opportunities or a reduction in business due to the aftermath of a Disaster.

### **PAYMENTS TO ELIGIBLE INDIVIDUALS/FAMILIES**

As soon as practical after the date on which a determination is made by the Fund to make a grant to a victim or surviving family member, the Foundation will authorize payment to that victim or surviving family member.

### **SUBMISSION OF GRANT APPLICATIONS**

The Foundation prepared these Guidelines to assist victims and surviving family members of Disasters in completing grant applications. If you have any additional questions, please contact the Trusted Choice® Disaster Relief Fund at (800) 221-7917, or by e-mail at [Trusted.Choice@iiaba.net](mailto:Trusted.Choice@iiaba.net). Completed applications can be submitted by mailing them to Trusted Choice® Disaster Relief Fund, Independent Insurance Agents of America Educational Foundation, 127 South Peyton Street, Alexandria, VA 22314 or by faxing them to Trusted Choice® Disaster Relief Fund at (703) 683-7556.