

EMERGENCY GRANT APPLICATION REQUIRED DOCUMENTATION CHECKLIST

EMERGENCY FUNERAL GRANT EVENT DOCUMENTATION

- ☐ Confirmation that the deceased was either a KW Associate, or was a **legal dependent** of a KW associate:
 - ☐ Most recent tax return listing the deceased as a dependent, **OR**
 - ☐ Court documentation recognizing the deceased as a dependent (e.g. custody agreement, guardianship, or similar legal status)
- ☐ Receipts/invoices for essential funeral expenses (**excluding** headstone, reception, etc.) with grant applicant listed as the payor
- ☐ Most recent bank statements confirming less than \$60,000 in combined bank balances
- ☐ Death certificate, if available
- ☐ Summary of event (relationship to deceased, cause of death, etc.)
- ☐ If applicant or deceased is a domestic partner, a *completed* and *notarized* [Affidavit of Domestic Partnership](#)

EMERGENCY DOMESTIC VIOLENCE GRANT EVENT DOCUMENTATION

- ☐ Documentation confirming registration with local domestic violence shelter (or protective order)
- ☐ Most recent bank statements confirming less than \$60,000 in combined bank balances
- ☐ Summary of event leading up to the need for an emergency grant

EMERGENCY MEDICAL TRAVEL GRANT EVENT DOCUMENTATION

- ☐ Estimates or receipts for medical travel (life-flight, etc.)
- ☐ Most recent bank statements confirming less than \$60,000 in combined bank balances
- ☐ Summary of event leading up to the need for an emergency grant
- ☐ Completed and signed [Physician's Statement](#). **Physician must fax the completed form to KW Cares.**
- ☐ If patient is a domestic partner, a *completed* and *notarized* [Affidavit of Domestic Partnership](#)

EMERGENCY HOUSING DISASTER GRANT EVENT DOCUMENTATION

- ☐ Incident report from emergency service agency, such as fire department, if applicable
- ☐ Most recent bank statements confirming less than \$60,000 in combined bank balances
- ☐ Summary of event leading up to the need for an emergency grant
- ☐ Applicant must first file an insurance claim. KW Cares cannot duplicate assistance provided by another source.