



EMERGENCY GRANT APPLICATION REQUIRED DOCUMENTATION CHECKLIST

Please have the following documentation available to upload into your grant application. **Note:** If any documentation is in a language other than English, you must provide a **certified English translation** notarized by a U.S. Notary Public.

EMERGENCY FUNERAL GRANT EVENT DOCUMENTATION

- ☐ Confirmation that the deceased was a **KW associate**, their **spouse/domestic partner**, or a **legal dependent**:
 - ☐ Most recent tax return listing the deceased as a spouse/domestic partner/dependent, **OR**
 - ☐ Court documentation recognizing the deceased as a dependent (e.g. custody agreement, guardianship, or similar legal status)
- ☐ **Itemized** receipts/invoices for essential burial/cremation/funeral expenses (**excluding** headstone, reception, flowers, etc.) with **grant recipient listed as the funeral payor**
- ☐ Most recent bank statements for the **funeral payor/grant recipient** confirming less than \$60,000 in liquid assets and less than \$500,000 in non-retirement investment accounts. **Bank statements for the deceased are not required.**
 - ☐ **Note:** If the funeral grant recipient is an **extended family member or friend of the deceased** (excluding a spouse, domestic partner, or dependent) and is the **funeral payor**, they may choose to have the grant paid to themselves or directly to the funeral home/mortuary. If paid to the recipient, bank statements and income information for their household are **required**. If paid directly to the funeral home/mortuary, bank statements are **not** required.
- ☐ 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](#)
- ☐ A copy of the deceased's life insurance policy, if they had one

EMERGENCY DOMESTIC VIOLENCE GRANT EVENT DOCUMENTATION

- ☐ Documentation confirming police protective order or registration with local domestic violence organization
- ☐ Most recent bank statements confirming less than \$60,000 in liquid assets and less than \$500,000 in non-retirement investment accounts.
- ☐ Summary of event leading up to the need for an emergency grant

AIR AMBULANCE GRANT EVENT DOCUMENTATION

- ☐ Estimates or receipts for an air ambulance/life flight when injured/ill outside of Canada/the U.S. and need an air ambulance back to Canada/the U.S. for emergency care
- ☐ Most recent bank statements confirming less than \$60,000 in liquid assets and less than \$500,000 in non-retirement investment accounts.
- ☐ 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

Grants are available for disasters of the applicant's **primary residence** only. The IRS defines a primary residence as the home in which a person resides most of the time (183+ days per year), and the address must be listed on the person's driver's license or car registration, voter registration card, Federal/state tax returns, and on file with the U.S. Postal Service.

- ☐ Incident report from emergency service agency, such as fire department, if applicable
- ☐ Most recent bank statements confirming less than \$60,000 in liquid assets and less than \$500,000 in non-retirement investment accounts.
- ☐ Summary of event leading up to the need for an emergency grant
- ☐ Insurance declarations page. Applicant must first file an insurance claim. KW Cares cannot duplicate assistance provided by another source.

PRIMARY GRANT RECIPIENT: The primary recipient of an Emergency Grant must be a **KW associate**, their **spouse/domestic partner**, or a **legal dependent**, or the **Market Center or family member who is the payor of a KW Associate's funeral**. We use tax forms to verify spouse and legal dependents. The IRS requires couples who are married (or "considered married" in states where Common Law marriage is legal) to file as married filing jointly, or married filing separately, and KW Cares follows these requirements. Acceptable documentation to prove legal guardianship of dependents includes listing the dependent(s) on the applicant's most recent tax return, OR court documentation listing name(s) of dependent(s) (e.g. custody agreement, guardianship, or similar legal status).

KW Cares grants are intended to provide a degree of assistance for essential expenses related to an emergency event, not to fully cover every expense.