

## Hardship Fund

The Hardship Fund has been established to support fellow employees who are facing economic hardship because of a reduction in employment.

Applications for needed funds may be made by any employee whose gross income from Vassar is \$42,500 or less in the 08/09 fiscal year and who has experienced a reduction in employment in 2009.

The fund is designed to support the employee in meeting basic needs and emergency situations. Examples of needs:

- Rent or mortgage payment
- Dependent care costs
- Home utility expenses
- On-going medical expenses or medical emergencies
- Unforeseen emergencies or unexpected family circumstances

Requests will be received by the Hardship Fund Committee and will be honored if deemed appropriate. All requests will be kept confidential. If you have any question about whether you are eligible, please apply anyway; the committee will work with you to determine your eligibility.

Please submit this form to Box 712, Attn: Tanhena Pacheco-Dunn

Name: \_\_\_\_\_

Address to which check should be sent:

Work Area or Office: \_\_\_\_\_

Please check here if you would like to consult a professional client advocate from the Community Action Partnership:

- Before filling in the application
- In addition to filling in the application
- Please check here if you would like to talk with someone at Vassar about preparing this application
- Please check here if you would like to meet with the committee in person, in addition to submitting this application.

Please state briefly the reason for requesting funds:

Please state the amount needed and provide details of how the money will be spent. A guideline of \$2500 as the largest award that will be made has been established to insure that everyone who needs help will receive it.

Please provide documents to support your request: for example, rent bills; utility bills; cost of travel to meet a family emergency; medical bills, etc. Feel free to submit anything that you feel will help the committee understand the need.