



# TALL TREES FOUNDATION

## GRANT APPLICATION CHECKLIST

### Step 1: Employment Eligibility

- Full-time: Employed for at least one full year.
- Part-time: Employed for at least one full year (partial grant) or employed for at least two full years (full grant).
- Seasonal/Temporary: After two consecutive seasons (totaling 6 months) and must be on the current payroll (partial grant).

✓ ***Do you meet one of the above criteria? If so, proceed. If not, please apply when the employment criteria is met.***

### Step 2: Expense Qualification

- Hardship must occur or have occurred within 60 days of submitting the grant application.
- Covers employee, spouse, legal domestic partner, and dependent children living at the same address.
- Grants are intended for unexpected financial hardships and not everyday living expenses.

✓ ***Does the hardship meet the above criteria? If so, proceed. If not, please contact us with any questions at: TallTreesGrants@gmail.com***

### Step 3: Documentation Criteria

- Invoices, receipts, bills, etc. must be attached to the application.

\*Missing documentation may delay the processing of your grant application.

✓ ***Did you attach supporting documents? If so, proceed. If not, gather your supporting documents and attach them to the application before submitting to avoid any delays.***

### Step 4: Submission

- Submit your application to the Club's HR Director or place it in the Tall Trees Foundation lockbox located in the back office or email it to TallTreesGrants@gmail.com

For more information and details, please refer to the attached document or visit:  
TallTreesFoundation.org