

GRANT APPLICATION FAQs

What is the TakeCare Relief Fund?

The TakeCare Relief Fund (TCRF) is a charitable fund that makes need-based financial grants available to associates at managed Marriott International locations¹ who are facing financial hardship due to a natural disaster or certain other personal hardship events. The TCRF is managed by E4E Relief LLC, a wholly-owned subsidiary of Foundation For The Carolinas, a 501(c)(3) public charity.

¹TCRF grants are available to associates at Marriott U.S. managed locations and a growing number of non-U.S. managed locations.

How is the TakeCare Relief Fund funded?

TCRF receives support through voluntary donations to TakeCare Relief Fund, Inc. and E4E Relief, including donations from Marriott associates and hotel guests as part of Explore (and Explore Friend) rate stays at participating properties, as well as from Marriott International. Every contribution, no matter how small, supports much needed grants to Marriott associates who face difficult times. TakeCare Relief Fund, Inc., and E4E Relief are both 501(c)(3) non-profit organizations that fund emergency relief grants. From time to time, a portion of Explore rate and Explore Friend rate donations may support the Marriott Disaster Relief Fund that helps Marriott associates and/or their surrounding communities cope in the aftermath of government-declared disasters.

Who can apply for a TakeCare Relief Fund grant?

TCRF grants are available to associates at Marriott U.S. managed locations and a growing number of non-U.S. managed locations. Please visit the [TakeCare Relief Fund web page on MGS](#) for more information (click the link or search “TCRF” or “Relief Fund”).

How do I apply for assistance from the TakeCare Relief Fund?

Go to the TakeCare Relief Fund web page (<https://takecarerelieffund.e4erelief.org>) and click on ‘Apply’. If you have any questions, please contact takecarerelieffund@e4erelief.org.

Who decides whether my grant is approved?

TCRF grant applications are reviewed by E4E Relief. With more than a decade of experience, E4E Relief is a leading provider of employee disaster and hardship funds. E4E Relief, not Marriott, decides whether to approve any application. All approvals are based on documented need and qualifying circumstances.

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What are the criteria to qualify for a grant?

While there are many factors that determine whether a grant can be made, the review process is designed to try to award a grant whenever possible. To comply with regulations, the TCRF grant administrator conducts an objective review process, including preliminary review of each application to determine whether your situation meets basic criteria² such as:

1. Are you an eligible employee?
2. Were you impacted by an eligible event?
3. Are you applying for assistance within 90 days of the event?
4. Do you have an eligible expense?
5. Do you have documentation of the event and expenses showing necessary details such as date(s) of the expense(s), person responsible for payment, and other details listed in the application?

While there are some additional criteria, applications that do not meet these basic criteria cannot be approved.

²The basic criteria for grant eligibility are subject to modification from time to time.

What are eligible events?

Eligible events³ include:

- Natural disasters (e.g. hurricanes, tornadoes, floods)
- Any event caused by forces beyond your control and resulting in physical damage to primary residence, whether it be natural or manmade (e.g. fire, fallen tree)
- Death of managed associate or immediate family member (employee, spouse/partner, child, eligible dependent for whom applicant is financially responsible)

³The list of eligible events is subject to modification from time to time.

What are eligible expenses?

For the events listed above, eligible expenses⁴ may include the following and are determined based on the individual needs and circumstances of the employee, at the time of the application.

- Housing (repairs, mortgage/rent, relocation assistance)
- Contents (furniture, essential appliances, clothing, and other contents)
- Basic essential utilities (excludes non-essential utilities like cable TV)
- Transportation (payments, repairs, replacement)
- Funeral, burial and related travel expenses

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- Evacuation expenses (hotel/lodging, food, clothing, transportation)

⁴The list of eligible expenses is subject to modification from time to time.

How large of a grant can I apply for?

Grants are approved based on need as well as other factors, such as availability of funds and maximum grant limits. For this reason, submitting a grant application does not guarantee that a grant will be made. Currently the maximum grant limit is US\$3,000, subject to demonstrated need and adequate funding. The minimum amount that can be requested, subject to demonstrated need, is US\$500.⁵

⁵Please note that the maximum grant amount may also vary by country, based on factors such as the general costs of goods/services. For example, in some countries (where available) the maximum and minimum grant amounts may be 75% or 50% of the maximum USD values referenced above. Each country is assigned a tier level that has been cross-referenced by the World Bank.

For funeral, travel and burial expenses upon death of an immediate family member, who counts as “immediate family member”?

“Immediate family member” for this purpose means an eligible Marriott managed associate’s spouse/domestic partner, child, or other dependents for whom the associate is financially responsible.

Who can help me with the TakeCare Relief Fund application process?

Consider asking a trusted person to help you complete or double check your application. It may be a family member, neighbor, co-worker, or others. The important thing to remember is to complete the application accurately and completely, and supply all of the backup documentation necessary. In all cases, you are solely responsible for ensuring the accuracy and completeness of your application and supporting documentation.

What is the turnaround time to process a grant application?

Decisions are generally made within 3-5 business days from the time a complete application with all supporting documentation is received. Before you submit an application, please ensure that it is complete. You will be notified if your application requires additional information.

How will I be notified of the decision?

The TCRF grant administrator at E4E Relief will notify you by email of your application’s status, including whether your application is approved or not approved. You will also be notified by email if your application requires additional information.

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If I receive a grant, do I need to pay taxes on it?

Grants received in the U.S. are not taxable for Federal income tax purposes. Please note that tax laws vary by country. If you are not in the United States, please consult a tax advisor.

Do I have to repay the grant?

No. TCRF grants are not loans and do not have to be repaid. Please note, however, that repayment will be required if a grant is received based on misrepresentation or omission of material fact.

What information does the Fund need when reviewing an application?

In each case, the TakeCare Relief Fund requires a completed application form along with required documentation regarding the eligible event and expenses. The application must establish a financial need and document the expenses for which the grant is being requested. Grant payment generally cannot be made without copies of current bills or invoices.

Will my information remain confidential?

Grant applications are treated in a confidential manner. Information you provide will be used to determine your eligibility for a grant and the grant amount (if approved) and disclosed only on a need-to-know basis. During the application process, you will be asked whether you agree to be contacted by a Marriott representative with whom you may share your story/experience for program improvement or promotion purposes. If you choose to participate, E4E Relief (administrator of TCRF) will share with Marriott's TCRF team your name and contact information so that they can contact you.

Can I apply more than once?

Associates may apply for a grant up to three times per rolling 12-month period, however the total grant amount received within that same 12-month period is subject to the maximum grant limit (*See "How large of a grant can I apply for?"*).

I borrowed money from my friends and family to help me get caught up on my bills. Will the TakeCare Relief Fund reimburse me so that I can pay them back?

No. The TakeCare Relief Fund is available for associates who do not have the means themselves or other resources, such as loans, available to pay eligible expenses.

Whom can I contact for more information?

Please contact takecarerelieffund@e4erelief.org for more information about TCRF.