



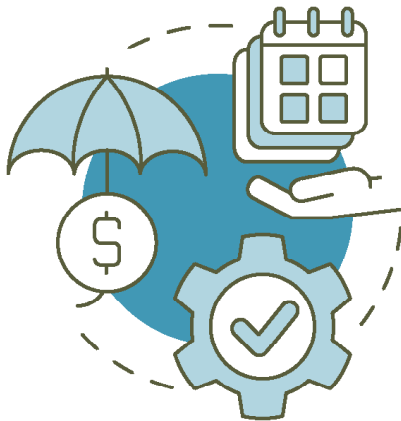
GREATER  
HOUSTON  
COMMUNITY  
FOUNDATION

# Corporate Employee Disaster Relief Funds

Greater Houston Community Foundation is a critical leader in disaster relief grantmaking. To date, we have partnered with 70 corporate clients to provide financial assistance to their employees following disasters and have awarded more than \$20 million in employee disaster relief grants.

From managing the application process and reviewing documentation to sending employee communications and distributing grant awards per IRS guidelines, our team is here for you every step of the way.

## Benefits of an Employee Disaster Relief Fund



- Easy to establish.
- Eliminates the cumbersome, ongoing administrative burden of managing a disaster relief program.
- We are the third-party liaison that oversees the entire process, taking your company out of potentially delicate conversations to ensure your disaster funds are allocated to the employees who need them the most.
- All donations (individual & corporate) are tax-deductible.

## How it Works

The application can be activated following a natural disaster occurrence within the United States and US territories (storms, tornadoes, wildfires, earthquakes, etc.)

1. We provide a link to your online application and work with you to finalize eligibility criteria and other details before it goes live.
2. The application must be made available to all eligible employees to meet the IRS requirement of "charitable class;" employers are prohibited from pre-selecting employees to apply as this is seen as an employee benefit, which negates the charitable intent of the fund and subsequently the deductibility of donations to the fund.
3. Applications are submitted electronically directly to Greater Houston Community Foundation. At the time the application is received, a designated person at your company (typically Human Resources) will receive a notice to confirm the applicant's employment. Once confirmed, the Foundation will review the application, determine the grant award, and notify the employee.
4. Grant awards are paid directly to the employee by direct deposit and are considered non-taxable events.

## Costs

**Getting Started:** We require a \$50,000 minimum gift to establish a Corporate Employee Disaster Relief Fund. It typically takes 2-3 days to open a fund and up to 5 days during large weather events.

A service fee of 5% is applied to all contributions into the fund, and a 1% administrative fee is charged monthly against the fund's balance. Your fee supports the cost associated with administering your Corporate Employee Disaster Relief Fund.

## Donating to the Fund

- Any individual or company may give to the fund.
- A link for online credit card donations can be created for your company. There is a 3% pass-thru processing fee for each donation charged by the credit card processor; this is not a Greater Houston Community Foundation fee. The donor can pay the 3%, or your company can elect to absorb the fees.
- Receipts generated by the online system serve as tax-exempt proof.
- In alignment with IRS regulations, no documentation/receipt is provided for donations under \$250; all check and electronic fund transfer (wire/ACH) donations over \$250 will be issued a gift acknowledgment letter.



## Ready to open a fund or have questions?

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