



January 5, 2009

Dear Applicant:

LEADERSHIP TEAM

Chairperson
Terrie Miller

Advisers

Carol Baker
Carol Chambers
Ben Lester
Hope Nabity

**Liaison to
Foundation Board**
Carol Kimmel-Schary

AWCI Cares (Caring Action Relief (in) Emergency Situations) is a financial assistance program of the Foundation of the Wall and Ceiling Industry to help the employees and families of the Association of the Wall and Ceiling Industry (AWCI) member companies who have experienced a major illness, accident or hardship beyond their insurance and financial capabilities. Applications for financial assistance should be submitted to AWCI Cares *only* after all other available options for financial assistance have been explored.

Application

The enclosed application is to be completed, with all supporting documentation attached, and sent to Leslie Taylor, Director of Membership Marketing and Foundation Programs for AWCI and the Foundation. Also included in this application is a one-page, company sponsor verification. The company officer's signature signifies the member company's complete support for the consideration of the application and the dollar amount requested. The company sponsor may be called on to liaise between FWCI and the applicant should further information be needed. This verification form is to be sent directly from the company to Leslie Taylor.

Once submitted, applications are considered final and complete. Should there be questions on the application; Leslie Taylor will contact the employee sponsor and/or the applicant for clarification or for additional information. Both the sponsor and the applicant will be kept informed throughout the process.

An individual may submit only one application at a time. Should circumstances warrant consideration for additional support, there is a nine month waiting period between grant application submissions and a lifetime limit of two applications per individual situation.

Confidentiality

Applications are held in strict confidence. Leslie Taylor receives and verifies each application. All personal information, including applicant name, company, and place of residence, as well as account numbers, invoices or other correspondence is kept anonymous. The AWCI staff, AWCI or Foundation Board of Directors or the AWCI Cares Leadership Team will be aware of the application other than the reason for the grant request and the dollar amount. Copies of the anonymous application are forwarded to the AWCI Cares Leadership Team for a decision based on the circumstances of the application.

Role of the Company

Grants through the AWCI Cares program of the Foundation are made possible through the generous support of AWCI member companies. Not all approved grant requests will receive funding. Applicants should expect to hear a response on their application within four to six weeks.

Feel free to contact Leslie Taylor at taylor@awci.org (703) 538-1614 with questions or for more information.

Best Regards,

AWCI Cares Leadership Team

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