

The Foundation for Mott Community College's Employee Emergency Fund

Program

The purpose of the Foundation for Mott Community College's Employee Emergency Fund is to award monetary assistance to MCC employees who are experiencing an unforeseen financial hardship due to an emergency. The program is administered through the MCC Office of Human Resources and a committee comprised of the Executive Director of the Foundation for Mott Community College (or his/her designee) and a Human Resources Supervisor. The Employee Emergency Fund is possible because of the support of the Foundation for Mott Community College and the College's employees.

General Information

- Due to limited resources, funds will be given on a one-time basis with a maximum of \$500.00.
- The grant is intended to cover financial loss due to circumstances beyond the employee's control (i.e. a crisis)
- If granted, payment is made directly to the vendor or creditor to which the employee has a financial obligation.
- Confidentiality will be maintained at all times. Only Human Resources and the Executive Director of the Foundation for Mott Community College will have access to the applications.
- The committee will not consider any application until the required documentation is provided. Additional information/documentation beyond what is requested on the application may be required in order for the committee to render a decision.

Criteria

You must:

1. Be an active full-time or part-time Mott Community College employee who has been employed by MCC, or an active full-time or part-time temporary employee who has been on assignment at MCC for a minimum of one year;
2. Be experiencing a temporary financial hardship because of an emergency situation;
3. Have not previously received a grant through the Mott Community College Employee Emergency Fund;
4. Have considered other possible resources which either were not available or are not enough;
5. Be able to provide documentation verifying the need for funds.

Application Procedure

1. Employees submits a completed application (may be obtained via the Human Resources webpage on the Mott Community College website) to the Office of Human Resources.
2. The Committee will review the applications on an as-needed basis (i.e. as applications are received). Decisions will be made at the discretion/consensus of the committee.
3. The committee will review the fund balance and issue an award based on the availability of funds in the account, as well as the amount requested.
4. The Executive Director of the Foundation for Mott Community College will send a confidential award letter on behalf of the Committee and the Foundation to inform the recipient of the award.
5. A check will be written and issued directly to the vendor or creditor to which the employee has a financial obligation.
6. All supporting documentation must be attached to the application to substantiate the need for the grant approval. Funds which have been requested or used from other sources must be listed.

Giving to the Fund

MCC employees are encouraged to make a donation to the fund through the Foundation for Mott Community College's annual giving campaign. Gifts can also be made through payroll deduction, check, or credit card at any time. Donations made to the Employee Emergency Fund can be considered tax deductible/charitable contributions.