

# EAF GRANT PROCESS



## STEP ONE: REGISTRATION

The first time an Applicant accesses the grant application platform, they must register to create an account. After registering, the Applicant receives a confirmation email and must verify their email address before beginning the application.



## STEP TWO: APPLICATION

Applicant completes the grant application. This dynamic, cloud-based application can be accessed via the Fund's customized website. It is confidential and provides a user-friendly experience. Before submitting, the application may be saved at any point and returned to later. Emergency Assistance Foundation (EAF)'s Applicant Experience team assists as needed throughout the entire process.



## STEP THREE: SUBMISSION

The Applicant submits a completed application and immediately receives a confirmation email from [GrantReviewTeam@EmergencyAssistanceFoundation.org](mailto:GrantReviewTeam@EmergencyAssistanceFoundation.org). Within 24 hours, the Applicant receives a second email with an introduction to their assigned Grant Reviewer.



## STEP FOUR: VERIFICATION

Basic information is sent confidentially to the Fund Partner contact for Charitable Class verification. (The Applicant must be a member of the Fund's defined Charitable Class to be eligible for a grant.) This step usually takes 1-2 business days.



## STEP FIVE: INITIAL REVIEW

Within 48 hours, the assigned Grant Reviewer begins an independent and objective review to determine grant eligibility based on the Fund's criteria and IRS regulations, and to ensure all required documentation has been received. The Applicant is contacted if additional information is needed.



## STEP SIX: FINAL REVIEW & QUALITY CHECK

After the initial application review is complete and all required information and documentation has been received, an experienced Quality Control reviewer completes a final Quality Check and the grant award amount is determined. This step usually takes 2-3 days.

If a grant is not awarded, the Applicant will receive an explanation based on the Fund's objective criteria and/or IRS regulations.



## STEP SEVEN: GRANT AWARD & DISTRIBUTION

When a grant is awarded, the Grant Recipient receives a notification that includes details related to the grant amount and payment instructions. Grants are seamlessly distributed domestically and internationally.

