



## Financial Assistance Overview

The purpose of the Book Industry Charitable Foundation financial assistance program is to assist with specific unforeseen emergency financial needs of booksellers and their immediate family members living in the same household. The Foundation assesses each request to determine a course of action to provide short-term assistance and help relieve the financial need.

The Book Industry Charitable Foundation strives to be fair, consistent, objective and professional when reviewing requests and making decisions. Many times, financial help is only a part of the solution. The bookseller may also need the help of financial counselors or local social service resources to explore ways to reach a long-term solution to their problem. There are also times when assistance by the Foundation is not appropriate and the bookseller is directed to other sources for help. In either case, the Foundation works to provide preliminary resources to help booksellers locate alternative assistance.

To remain objective and consistent it is important to verify facts in relation to the financial crisis. Therefore, the bookseller is asked to complete a financial assistance application and provide documentation related to their situation, including proof of their current monthly income, expenses, and specific qualifying event. This information is used to verify the financial emergency.

### **General eligibility to qualify for financial assistance**

To apply for assistance from the Book Industry Charitable Foundation, a bookseller must be a regular full-time or part-time bookseller (working a minimum of 10 hrs a week), at a bricks-and-mortar bookstore. A bookseller can receive one charitable financial assistance grant in a 12 month period and no more than three grants in a rolling five year period.

Or

If you are a *former employee of Borders Group, Inc.* who was employed in 2011 as regular full-time or part-time employee you are eligible to apply for assistance through the end of 2012.

The Book Industry Charitable Foundation provides two types of financial assistance:

- 1) Assistance to current booksellers or former Borders employees who are faced with a valid emergency financial need, resulting from a specific, qualifying life-event.
- 2) Assistance to the immediate family members of a deceased bookseller.

### **Steps for Applying**

- 1) Complete the financial assistance application
- 2) Collect and submit the following documentation
  - a) Recent pay stubs or income statements for all adults in the household
  - b) Recent checking and savings statements for all adults in the household
  - c) Current lease or mortgage statement
  - d) Borders separation paperwork or unemployment filing (**former Borders employees only**)
- 3) Collect and submit additional documentation based on the qualifying life-event\* (**see each category for specific documents**).

\*The Foundation will require documentation to verify both the stated qualifying life-event and proof of household income. Additional documentation may be requested as needed.

- 4) Email, fax or mail the application and supporting documentation to the Book Industry Charitable Foundation.

**Qualifying life-event categories**

To start the application process familiarize yourself with the qualifying life-event categories.

If after reviewing the qualifying life-event categories you wish to apply for grant consideration, please download, complete and send the financial assistance application to the Book Industry Charitable Foundation, along with initial documentation to begin the process.

If after reading the financial assistance overview and familiarizing yourself with the qualifying life-event categories, you still have questions please contact us via email at [info@bincfoundation.org](mailto:info@bincfoundation.org) or call us at 866-733-9064.