



## **KW CARES Education Grant Criteria**

In honor of one of its founders, Martha Squires, KW CARES provides opportunities for education related grants. The purpose of an education grant is to provide a measure of financial assistance to a child of a Keller Williams Realty associate who is pursuing a higher education degree. As with other KW CARES grants, education grants assist students who have been challenged with financial hardship due to a major unexpected emergency, personally or within their immediate family. Hardship is defined as a difficult circumstance that a person or family cannot handle without outside help.

## **Eligibility**

Children of associates of Keller Williams and children of employees of Keller Williams Realty International may apply. Eligibility is determined on a case-by-case basis after evaluation and verification of the applicant's need. All KW CARES grants are approved by the KW CARES Board of Directors.

## **Application**

Each of the fields must be completed. The application must be signed by the student, KW Associate (unless deceased), the Market Center Team Leader or Operating Principal, and the Regional Director. In addition to the completed grant application, the applicant must submit all of the required documentation listed below.

## **Documentation Required**

1. Completed grant application
2. Cover letter summarizing:
  - a. The student's financial situation and the exceptional circumstances contributing to the student's need for assistance
  - b. The student's higher education goals
  - c. The school of higher education into which he/she has been accepted or is attending
  - d. The amount of annual tuition; amount of annual room and board expense
  - e. What the market center has done to provide assistance to the student and any plans for additional assistance
  - f. The amount of financial assistance for higher educational assistance from other sources
3. The associate's (unless deceased) and the student's most recent signed Federal Income Tax returns (2 years), in their entirety with 1099s/ W-2s attached
4. Personal balance sheets, monthly income and expenses, and other required information for the student and the associate/parent (unless deceased) and/or surviving parent
5. Documentation that the student is currently enrolled at an institution of higher learning and is scholastically eligible (copy of current grade report or transcript; bill for next semester), or has been accepted for enrollment in his/her first year at an institution of higher learning

The KW CARES Board reserves the right to request additional information. Completed application and attachments should be faxed to KW CARES at (435) 514-2229 or mailed to KW CARES, 807 Las Cimas Parkway, Suite 200, Austin, TX 78746. For questions, please e-mail [kwcares@kw.com](mailto:kwcares@kw.com).

## **Process**

KW CARES will review the application and secure any additional needed information from the applicant prior to submission to the KW CARES Board for approval. Within 60 days of submission to the Board, the applicant will receive notification of approval and the amount of the grant or notification of denial of the grant.





**Personal Balance Sheet**

Statement of Financial Condition as of \_\_\_\_\_ 20\_\_\_\_

**Assets (attach a copy of most recent statement for each)**

**TOTALS**

Cash/Checking Accounts		
Savings Accounts		
Certificate(s) of Deposit		
Investment Securities (Stocks, Bonds, etc.)		
Real Estate/Home – Market Value		
Other Real Estate – Market Value		
Personal Property		
Loans owed to you		
IRA, 401K, etc. – Market Value		
Life Insurance Cash Values		
Other Assets (please itemize)		
<b>Total Assets</b>	<b>A</b>	

**Liabilities (attach a copy of most recent statement for each)**

**TOTALS**

Real Estate Mortgage(s) – Primary Residence		
Real Estate Mortgage(s) – Other		
Home Equity Loan(s)		
Credit Card/Charge Account Balances		
Vehicle Loans		
School Loan		
Other Loans		
Unpaid Income Tax/Interest/Penalties		
Other Unpaid Taxes/Interest/Penalties		
Other Debts (please itemize)		
<b>Total Liabilities</b>	<b>B</b>	
<b>Net Worth (A – B = C)</b>	<b>C</b>	
<b>Total Liabilities &amp; Net Worth (B+C)</b>	<b>D</b>	



**Required Information**

**Monthly Income (attach copy of most recent support for each)**

Average Monthly Household Income from all sources Provide most recent 1099s/W-2 and most recent pay statement	
Dividends and Interest	
IRA/401K and other retirement plan disbursements	
Social Security	
Other Income (Please itemize)	
<b>Total</b>	

**Monthly Expenses (attach copy of most recent statement for each)**

Mortgage Payments on Real Estate Loans (include home equity loans)	
Homeowners Insurance	
Car Insurance	
Medical Insurance	
Life Insurance	
Disability/Long term care Insurance	
Medical Payment Plans	
Car Payment(s)	
Fuel for car(s)	
Utilities: Electric, Gas, Water & Sewer, Waste Disposal	
Phone (mobile and land lines)	
Internet Service	
Cable	
Credit and Charge cards – monthly payments	
Child Care	
Alimony/child support	
Food	
Maintenance/Repairs	
Estimated tax payments	
Other (please provide details)	
<b>Total</b>	

Number of individuals living in household and claimed as dependents on your tax return? \_\_\_\_

Health Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Medicare? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Medicaid? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Prescription Drug Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Life Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_