



# Instructions on Applying for a Basic Needs Grant

## **Be sure you meet our eligibility requirements:**

- **You must earn your living as an entertainment technology professional.** Performing artists are not eligible. If you are unsure if you qualify, please contact [grants@btshelp.org](mailto:grants@btshelp.org) or 212-244-1421 prior to completing the application.
- **You must be seriously ill or injured**, or have an immediate, dependent family member such as a spouse/partner or dependent (minor) child who is seriously ill or injured. Behind the Scenes cannot assist due to lack of work or strikes.
- **You must currently reside in the US or Canada**
- **You must have earned your living for at least five recent years in the entertainment technology industry.** This means that your major source of income is from your work in this industry, which includes being directly involved with a production-related craft:
  - Behind the scenes in any type of performance venue, or
  - Behind the camera, or
  - On the road, or
  - Work for companies who are directly involved in supplying entertainment technology products and services such as dealers, manufacturers, production companies, consultants, and design firms.

*If you are retired or on disability from a career in the entertainment technology industry, and are experiencing serious illness or injury, you may apply as long as your time out of the industry is less than the total time you worked in the industry.*

Final determination of eligibility is at the sole discretion of the Behind the Scenes Foundation.

## **What supporting documentation is required?**

In addition to the completed application you must submit a letter from your medical doctor or other documentation of your medical condition, documentation of your industry earnings (see Page 3 for acceptable forms of documentation), copies of bills you are seeking assistance with (Behind the Scenes does not assist with credit card, legal, IRS, student loans, or child support), a current bank statement, and a copy of your most recent Federal tax return. **The complete list can be found on Page 7. Your application will not be processed until all information is submitted.**

**If you have any questions about your eligibility, or as you are completing the application and assembling the required supporting documentation, please contact [grants@btshelp.org](mailto:grants@btshelp.org) or call 212-244-1421.**

An application may be submitted on behalf of an eligible person by a spouse or domestic partner, family member, legal guardian or a person acting under a valid power of attorney or other authority. In certain situations an application may be submitted by a close friend or colleague on behalf of the eligible person.

## **Completing the application:**

All documentation must be provided in PDF format. If it is not, it will delay the processing of your application. You can easily scan your documents with your phone using a free app like Adobe Scan which is available in the App Store for iOS or Android.

The Basic Needs Application is in Adobe Acrobat format. Acrobat Reader may be obtained free at <http://www.adobe.com>. Download the fillable PDF application and:

- Fill in digitally, save and email along with supporting documentation to [grants@btshelp.org](mailto:grants@btshelp.org), or
- Print, complete, and mail to P.O. Box 368, Lakeville, CT 06039, or
- The form may also be obtained by calling 212-244-1421 or emailing [grants@btshelp.org](mailto:grants@btshelp.org)

## **How are applications reviewed and how quickly can I expect an answer?**

Applications are reviewed by a formal Review Committee. Grant decisions are generally made within one to two weeks of receiving a completed application and all supporting documents (in a PDF format). If a grant is awarded, you will be contacted immediately to coordinate delivery of the grant. Payment must be made to the service provider and can be sent directly to the provider or to the grant recipient for distribution. All funds awarded must be used within three months unless special arrangements are made.

# Application for a Basic Needs Grant



Behind the Scenes is a 501(c)(3) charitable Foundation which provides to qualified Eligible Persons financial assistance for emergency situations due to serious illness or injury. Grants may be used for medical care and basic living expenses including rent, mortgage, utilities, transportation, and childcare.

**Eligibility requirements and instructions for applying for a Basic Needs Grant are shown on Page 1. Please read them carefully before beginning.**

It is common to experience depression or anxiety when you are dealing with a serious illness or injury. The Behind the Scenes Mental Health Initiative has many tools and resources available to help. Please visit [btshelp.org/mentalhealth](https://btshelp.org/mentalhealth) to learn more.

Date of Application: \_\_\_\_\_

Name of Eligible Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Preferred Pronouns: \_\_\_\_\_

*If you are applying on behalf of an Eligible Person, please enter your information below:*

Name of Applicant: \_\_\_\_\_

Relationship to Eligible Person (*you may be asked to provide documentation of relationship such as marriage certificate, birth certificate, proof of joint assets or joint obligations, proof of guardianship or power of attorney*):

Spouse  Domestic Partner  Child  Legal Guardian  Power of Attorney  Other \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## Employment History

You must demonstrate that you have earned your living in the industry for a minimum of 5 years:

- If you are a union member, your local or pension plan should be able to provide you with a printout of your annual earnings or hours worked. Copies of your W-2s showing total annual earnings for each of 5 years are also acceptable.
- If you have full-time employment with a single employer, a copy of your annual W-2s or a letter from your employer attesting to your employment is acceptable.
- If you are a freelancer with some or all work that is non-union, please provide W-2s or 1099s showing total annual earnings from each of 5 years, and a resume if available.

Current Status:  Full Time  Free Lance  Unemployed  On Disability  Unpaid Leave  Retired

Current / Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position: \_\_\_\_\_

List all Union affiliations (if any), past or present, and indicate whether currently active or inactive (*please provide copy of active Union cards*):

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**FINANCIAL INFORMATION (as of \_\_\_\_\_, 20\_\_\_\_)**

**Assets**

|   |           |
|---|-----------|
| Cash - checking, savings, credit union, CD's, etc.<br><i>(please provide copies of most recent bank statements)</i> | \$        |
| Real Estate Owned <i>(list the current fair market value of your residence and other real estate holdings)</i>      | \$        |
| Automobiles owned by you or your spouse   | \$        |
| Make/Model/Year   |           |
| Make/Model/Year   |           |
| Retirement Plans - IRA's, pension plans, RRSP, etc.<br><i>(please provide copies of most recent statements)</i>     | \$        |
| Stocks and Securities   | \$        |
| Other Assets <i>(please explain)</i>  | \$        |
| <b>Total Assets</b>   | <b>\$</b> |

**Liabilities**

|  |           |
|--|-----------|
| Outstanding Mortgages <i>(current balance)</i> | \$        |
| Income Tax Payable                             | \$        |
| Loans <i>(please explain)</i>                  | \$        |
| Credit Card Bills                              | \$        |
| Medical Bills                                  | \$        |
| Utility Bills                                  | \$        |
| Other Liabilities <i>(please explain)</i>      | \$        |
| <b>Total Liabilities</b>                       | <b>\$</b> |

| <b>Monthly Income (as of _____, 20____)</b>   |           |
|---|-----------|
| Your Monthly Earnings   | \$        |
| Monthly Earnings of Spouse or Domestic Partner  | \$        |
| Unemployment Benefits   | \$        |
| Disability Benefits   | \$        |
| Pension Benefits  | \$        |
| Social Security Benefits  | \$        |
| Veteran's Benefits  | \$        |
| Child or Spousal Support  | \$        |
| Health and Accident Insurance Benefits  | \$        |
| Interest and Dividends  | \$        |
| Other Income <i>(please explain)</i>  | \$        |
| <b>Total Monthly Income</b>   | <b>\$</b> |
| <b>Monthly Expenses (as of _____, 20____)</b>   |           |
| Rent  | \$        |
| Mortgage  | \$        |
| Real Estate Taxes   | \$        |
| Car Payment <input type="checkbox"/> Owned <input type="checkbox"/> Leased                    | \$        |
| Car Insurance   | \$        |
| Other Transportation Costs  | \$        |
| Health Insurance Premiums <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly | \$        |
| Other Insurance Premiums <i>(please explain)</i>  | \$        |
| Union Dues <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly                | \$        |
| Loan Payments   | \$        |
| Utilities - Electric / Gas / Water / Garbage  | \$        |
| Telephone / Internet / Cable  | \$        |
| Child or Spousal Support  | \$        |
| Tuition   | \$        |
| Food and Clothing   | \$        |
| Health Care Not Covered by Insurance  | \$        |
| Credit Card Payments  | \$        |
| Other Expenses <i>(please explain)</i>  | \$        |
| <b>Total Monthly Expenses</b>   | <b>\$</b> |

## Assistance Requested

Please indicate what type and the amount of assistance you are applying for (*you must include copies of relevant bills*):

- Living Expenses** (*fundable expenses include: rent or mortgage, property taxes, insurance, utilities, food, transportation, and health insurance*). Please list in order of priority.

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

- Medical Aid** (*fundable expenses include: doctors, hospitals, medication, specialty medical treatments, rehabilitation/ physical therapy, prosthetics, wheelchairs, and home healthcare*). Please list in order of priority.

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Expense \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

## The following must be submitted along with this application

- Proof that you have earned your living in the entertainment industry for at least five recent years (*see page 4 for acceptable forms of documentation*).
- Copies of any wage statements available for the current year.
- Supporting documentation for your medical condition or disability such as a doctor's letter or medical bill indicating diagnosis. This must be recent documentation from a medical doctor. You may also submit a copy of your disability filing signed by a medical doctor.
- Copies of any bills you are seeking assistance with. These must be complete statements, not screenshots. Behind the Scenes does not assist with credit card, legal, IRS, student loans, or child support. If you are seeking assistance with rent you must provide a monthly rent bill or a signed copy of your lease.
- Complete copy of your most recent bank statement for all accounts. These must be complete statements, not screenshots.
- Copy of most recently filed complete United States or Canadian Federal Tax Return (with Schedules). For U.S. returns this must include the 1040 and any accompanying Schedules or Forms you had to complete such as Schedule 1, A, C, D, or Form 8895, etc. E-file authorizations are not acceptable.
- If applicable: copies of current Workers' Compensation, disability, or unemployment statements.
- If applicable: copy of your union card.

## Are you being assisted by other charitable organizations?

Please indicate any organizations you have received assistance from or have recently applied to, who your contact is, how much assistance you received and when.

AFC (Canada) - Contact: \_\_\_\_\_ Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

Entertainment Community Fund - Contact: \_\_\_\_\_ Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

Motion Picture & Television Fund - Contact: \_\_\_\_\_ Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

MusiCares - Contact: \_\_\_\_\_ Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

Will Rogers Foundation - Contact: \_\_\_\_\_ Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

Other (*please explain*): \_\_\_\_\_ Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

## Disclosure Regarding Financial Assistance

The undersigned Applicant understands and agrees as follows:

1. Awards of financial assistance granted by the Behind the Scenes Foundation will be dispersed on a case-by-case grant basis. Any grant of financial assistance is not an agreement by the Behind the Scenes Foundation to provide the applicant with financial assistance for any period of time or in any amount other than that specified by the Behind the Scenes Foundation in its sole and absolute discretion at the time of the grant. Grants must be used within three months of award, subject to extension in the sole and absolute discretion of the Behind the Scenes Foundation.
2. The amount and conditions of the grant shall be determined at the sole discretion of the Behind the Scenes Foundation based, in part, upon the recommendation of a screening panel. The satisfaction of minimum eligibility standards does not guarantee grant approval for financial assistance. The Behind the Scenes Foundation does not discriminate based on race, religion, color, national origin, sex, sexual orientation, or political affiliation.
3. The use of grants for legal expenses is strictly prohibited.
4. Applicants shall provide evidence of approved use of funds and the undersigned agrees to provide such evidence promptly. In the event funds are not used for the purposes stated in the Application, the Behind the Scenes Foundation reserves the right to demand and seek repayment of funds dispersed.
5. The Behind the Scenes Foundation reserves the right to condition any award or grant and at any time to modify the amount or terms of any financial assistance awarded or to terminate such financial assistance upon a change of either the grantee's or the Behind the Scenes Foundation's circumstances or the discovery of new information relevant to such financial assistance or this Application.
6. The undersigned hereby authorizes the Behind the Scenes Foundation (a) to communicate with the people and organizations listed in this Application or on supporting documentation to verify the information contained in this Application, (b) to share the Applicant's information contained in this Application with the AFC (Canada), Entertainment Community Fund, Motion Picture & Television Fund, MusiCares, Will Rogers Motion Picture Foundation, or any of them; and (c) to conduct a credit investigation and obtain credit reports on the Eligible Person. The undersigned hereby authorizes the people and organizations listed in this Application or on supporting documentation and credit reporting agencies to release to the Behind the Scenes Foundation, and its duly authorized representatives, any information deemed necessary by the Behind the Scenes Foundation to complete its review of this Application. Specifically, the undersigned authorizes any insurance company, organization, employer, hospital, physician or pharmacist to release any information requested by the Behind the Scenes Foundation (or its representatives) with regard to medical treatment, dates of medical service, and medical condition to the Behind the Scenes Foundation and its representatives.
7. The undersigned understands that the Behind the Scenes Foundation may request additional documentation in support of this Application as proof of need.
8. The undersigned hereby certifies that they have answered the foregoing questions to the best of their ability, and that the information provided by the undersigned is true, complete and correct. The undersigned understands that any false or misleading information will disqualify the Eligible Person from receiving any financial assistance from the Behind the Scenes Foundation. In the event a grant has been made prior to the discovery of any such false or misleading information, the Behind the Scenes Foundation reserves the right to recover from the undersigned the funds previously granted and paid.
9. Information submitted or received in connection with this Application will be disclosed to and used by the Behind the Scenes Foundation and its Board of Directors and staff in evaluating the Application, and will be held confidential unless otherwise required by law. In the event the Application is approved, however, the Behind the Scenes Foundation reserves the right and the undersigned agrees that the Behind the Scenes Foundation (without disclosing the recipient's name or address) shall have the right to release information publicizing the grant and explaining the basis upon which the grant was made.

\_\_\_\_\_  
Signature of Eligible Person or Applicant

\_\_\_\_\_  
Date

**Email to: [grants@btshelp.org](mailto:grants@btshelp.org)  
or Mail to: Behind the Scenes, P.O. Box 368, Lakeville, CT 06039**