



EMPLOYEE RELIEF FUND

ABOUT THE FUND

At Union Square Hospitality Group (USHG), our guiding principle of *Enlightened Hospitality* is a virtuous cycle that begins with our valued team members. Our people are at the core of what we do and if they should encounter unforeseen hardship, we want to be able to lend a helping hand. In 2020, we formalized our commitment to assist our people with the creation of **USHG HUGS**, a non-profit 501(c)(3) fund to support USHG team members who are facing unexpected and exceptional financial needs.

HOW IT WORKS

Our USHG HUGS employee relief fund offers grants to help cover essential life needs. The Fund is governed by a Board of Directors, which ensures the program meets its objectives, embodies the spirit and values of USHG, and grants all contributions appropriately. All grants are reviewed by the Board of Directors, which is made up of impartial representatives from a cross-section of USHG's businesses. They review funding requests and award support based upon established criteria.

YOUR DONATIONS COUNT

Anyone can contribute to USHG HUGS. Donate via PayPal at [ushg.link/donation](https://www.ushg.link/donation) or ask us for wire transfer instructions at ushghugs@ushg.com.

If you are a USHG employee, you may set up a one-time or weekly payroll deduction from your salary by filling out the **Employee Salary Donation Election form**. Payroll deduction is a simple way to become a sustaining member.

We are a nonprofit corporation in the process of quickly applying for 501(c)(3) tax-exempt status. All donations will be tax deductible provided the IRS approves our application. Although we cannot make a warranty of tax deductibility until our application is approved, we fully expect the IRS to approve the application. We will make our IRS determination letter available to all donors. Please email us at ushghugs@ushg.com with any questions.



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Frequently Asked Questions

FOR APPLICANTS

I'm interested in applying for a grant.

What would I be able to use the money for?

The Fund is intended to assist employees of USHG who have been impacted by financially-devastating circumstances that are far beyond their control and means. The grant can be used for expenses not otherwise covered by insurance. Some examples of how the grant can be used are the reimbursement or payment of reasonable and necessary personal, family or living expenses, such as education, shelter, meals and childcare.

Who is eligible for assistance?

Current employees who have been with USHG for at least three months and are in good standing are eligible to receive assistance from the Fund. Due to the COVID-19 public health crisis, former employees who were impacted and employed on 3/18/2020, are also eligible for this grant. If you are a former employee, you must apply within three months of your termination date. The incident for which you are requesting financial aid must have occurred while employed by USHG and within 90 days of applying for assistance.

If I am eligible, how do I apply for a grant?

You should complete an application located at ushgnyc.com/ushghugs.

What if I am facing accessibility issues or am otherwise unable to complete the application on my own?

If you are in need of assistance to complete your application, please reach out to a manager or directly contact USHG HUGS at ushghugs@ushg.com or **646-747-1606**. Managers can help with the application process, and may also nominate eligible candidates.

If I apply for assistance, will I become ineligible for unemployment benefits?

Grants do not make you ineligible for unemployment benefits.

How long will it take to process my application?

The USHG HUGS Fund works to maintain a quick turnaround from the time a completed application is received. However, processing time will be extended in cases where documentation or signatures are missing, or if other information is needed. Please double check your application before submitting it

for review. You will be notified if information is missing from your application.

Who reviews my application?

The Board of Directors will review all applications, and is made up of impartial representatives from a cross-section of USHG's businesses.

Is the application anonymous?

Yes. After review of your application for eligibility, it will be assigned a number to ensure anonymity with the Board of Directors.

FOR DONORS

Who can contribute to the USHG HUGS Fund? How?

Anyone can contribute. Donate via PayPal at ushg.link/donation or ask us for wire transfer instructions by emailing ushghugs@ushg.com.

How can USHG employees contribute to the Fund?

You can set up a one-time or weekly payroll deduction from your salary by filling out this **Employee Salary Donation Election form**, or donate via PayPal at ushg.link/donation.

Are donations that are made from payroll deductions on a pre- or post-tax basis?

Donations made from payroll deductions are on a post-tax basis (i.e. after you've paid taxes on that amount).

Are donations tax-deductible?

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