



Family Assistance Grants FAQ

What are Family Assistance Grants?

The grant was created to help Team members strengthen families, by supporting their journey through adoption, surrogacy and infertility treatments.

Who can apply for assistance from the fund?

Applicants must be employed by Holiday Inn Club Vacations Incorporated on the date of the application as a regular full-time or part-time team member.

How much can I apply for?

The calendar year maximum for infertility treatment is a maximum of \$2,500. The lifetime maximum per adoption or surrogacy birth is \$2,500.

What if my spouse and I both work for the company?

If both parents and/or domestic partners who are legally married are team members of the Company, only one grant will be issued per child.

When can I apply for a grant through the fund?

The assistance grant application will be available for events occurring after Jan. 1, 2022.

Adoption: You can apply for a grant starting the day the adoption has been legally finalized, but no later than one year after the adoption.

Surrogacy: You can apply for a grant starting the day the child is born, but no later than one year after the birth.

Infertility Treatments: You can apply for a grant when the fertility treatment begins.

Do I need to supply any type of documentation for the grant?

Yes, each event will require the following documentation:

Adoption: A legal adoption form.

Surrogacy: A Legal Surrogacy Contract and a birth certificate or a letter from an agency or lawyer indicating the child has been placed in the home.

Infertility Treatments: Documentation of an out-of-pocket medical bill that has been paid, including a description and date of service.

What if I am receiving other assistance or credit for adoption?

Please check with the organization you are working with to see if this grant will jeopardize any other assistance you may be receiving.



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Can I apply for separate grants for the adoption and surrogacy of the same child?

No, grants will not be offered for both adoption and surrogacy for the same child.

Can I apply for a grant if I am legally adopting my stepchild?

No, adoption grants through the assistance fund are not eligible for legally adopting a stepchild.

How will I be notified of the decision?

You will be notified via email when your application is approved, missing information, missing documentation or not approved.

If approved, how long does it take to receive a grant?

Payment will typically be made within one to two pay periods of the approved application through payroll.

Will I be taxed on the grant?

Yes, applicable taxes will be withheld and amount will be reported on your W-2.

Will my information remain confidential?

Yes, your personal information is only used to determine your eligibility for a grant and the grant amount to be provided. Applications to the grant are reviewed by the Human Resources Benefits Team and are treated in a confidential manner.

Who do I contact for application status questions?

Application status questions should be addressed to TMConnect@holidayinnclub.com.