

Application Letter Guidelines

Many grant applications will ask families to include a letter describing their child's current situation and needs. A letter can be a great opportunity to describe the reasons you are applying for the grant and how receiving the grant could **positively** impact your family. Some things to mention in the letter include:

- A description of your child's diagnosis
 - What is your child's diagnosis?
 - When was your child diagnosed?
 - What symptoms/issues does your child experience?
 - How do your child's symptoms impact their daily life?
- A description of your child's needs
 - What will you use the grant money for? Are you
 - How would the grant money help to fulfill your child's needs?
 - What impact would the grant have on not only your child, but also your family?
- A description of your family's current situation
 - Is your family currently facing financial issues? Or having difficulty affording treatment and services for your child?
 - How does your child's diagnosis/health needs impact you (parent) Physical problems, (difficulty lifting) or balancing responsibilities (work, other family members) and how this grant could provide some relief (you may want to ask your own doctor for a letter describing how your own medical issues limit your ability to care for your child)
 - Is anyone in your family experiencing unemployment? Is anyone in your family unable to work because they have to care for the child?
 - Does your family receive support from other organizations or individuals?
 - What percent of your (monthly) income do you pay for housing costs (rent or mortgage)? What percent of your income do you pay for health insurance for all family members? (premiums,co-pays,deductibles)

Sample Application Letter

To Whom It May Concern:

My name is John Doe, and I am writing on behalf of my daughter, Jane Doe, to ask for assistance in purchasing a wheelchair ramp. My daughter is 8 years old and was diagnosed with level 5 cerebral palsy at 3 years old. Jane uses a motorized wheelchair and needs support to sit and stand. Up until this point, my wife and I have been transferring my daughter from her wheelchair into the house by carrying her because we do not have any accessible entrances in our home. As Jane continues to grow and we get older, though, it is becoming more and more difficult to carry both her and her wheelchair up the stairs to our front door. We also want Jane to be able to live as independently as possible and to not have to rely on us to get in and out of the house.

We are writing to the XXX Foundation to ask for funding to assist us in building a wheelchair ramp at our home. According to the estimate we got, the total cost of building a ramp will be \$5,000. My wife is unable to work as taking care of Jane is her full-time job, and I am working as hard as I can just to make sure our daily needs are met. The care and services that Jane needs has used up any savings we had, and our insurance will not cover a

wheelchair ramp. We have not been able to get funding from any other organizations for the ramp. Having a wheelchair ramp will change our family's life for the better and allow Jane to continue to grow up as independently as possible. We appreciate the time you are taking to consider our application and thank you for the support you provide to families all over the United States.

Sincerely,
John Doe

Explanation of Commonly Requested Documents

IRS 1040 Tax Form

- This is the form you fill out every year to report your annual income to the IRS. You submit this form when filing your taxes each year.
- You may have made a physical copy of your IRS 1040 Tax Form or you may have filed electronically (through TurboTax, for example). If you filed your taxes electronically, then you should be able to access a copy online.
- **Put this in BOLD When submitting a copy of your IRS 1040 Form as part of a grant application, use a marker to black out any Social Security Numbers, Bank Account Numbers or Pin Numbers so they are not visible.**

Source: <https://turbotax.intuit.com/tax-tips/irs-tax-return/what-is-an-irs-1040-form/L4aOys6cl>

Proof of Diagnosis/Disability

- Grant applications may also refer to this as physician documentation, physician certification, verification of patient's diagnosis, letter of medical necessity, or letter of recommendation from a physician.
- Tell your doctor or provider about the grant you are applying for and ask if they would be able to write a letter with proof of diagnosis/disability.
- Providing your doctor with a brief medical overview and list of medical tests previously received may help them to write a better letter.
- The letter should include the child's diagnosis, history of illness, and any other relevant information.
- Make sure you ask your doctor to provide the proof of diagnosis on official letterhead and to sign the letter.

W-2

- Your employer provides you with a W-2 by January 31st each year.
- Some employers send your W-2 electronically, and others send it to you in the mail.
- Your W-2 lists your wage and salary information for the year and the amount of taxes taken out of your paycheck.
- If you are self-employed, then you do not receive a W-2. Self-employed individuals will receive a Form 1099 instead.
- **Put this in BOLD When submitting a copy of your W-2 as part of a grant application, use a marker to black out any Social Security Numbers, Bank Account Numbers or Pin Numbers so they are not visible.**

Source: <https://turbotax.intuit.com/tax-tips/irs-tax-forms/what-is-a-w-2-form/L6VJbqWl5>

Proof of Insurance Denial

- Many grants will only provide funding if you have been denied coverage for the service or treatment by your insurance company.
- Most insurance companies will notify you through a letter in the mail if they are denying coverage for a service or treatment.
- If you were told over the phone that a service or treatment will not be covered, then ask the representative on the phone to mail you the letter of denial.
- On the back of your insurance card, there should be a customer service number you can call if you have questions about the letter of denial.

Applying for Grants: Tips & Helpful Hints

Grant applications will require you to send copies of important documents, such as your 1040 Tax Forms or proof of diagnosis. Remember the following guidelines when preparing your application and copies:

- Never send the original hard copy documents--use a copy machine to print a second copy or use a scanner to save a copy electronically (see tips on copying and scanning below).
- Even if an application requires you to apply online, print out your application when you are done and save it in your records. It is recommended to have a folder where you keep all your grant application materials.
- If applying online, print out the confirmation page you receive after submitting your application and save it in your records as well.
- If you must mail in a grant application, consider sending it via certified mail. Sending your application via certified mail will allow you to track your application and get a notification when it is delivered. It will cost approximately \$5 **is this a standard fee??** extra to send via certified mail, and your local Post Office can help you with this process. Use the [USPS Postal Rate Calculator for more information:](https://postcalc.usps.com/)

Tips on Copying & Scanning:

- For applications that need to be mailed in, use a copier to make duplicates of your original documents. Make sure you mail in the copy and not the original document.
- For applications that can be submitted electronically, use a scanner to make duplicates of your original documents. Once you have scanned a document to a computer, then you can attach it to your electronic application.
- **Put in Bold** Do not submit screenshots using your phone of your original documents--copies submitted this way might not be readable.

- Helpful Hint: Most public libraries have copiers and scanners that can be used for free or for a small fee. Ask your librarian for help if you have issues with using the copiers or scanners.
- Helpful Hint #2 In addition to having a hard copy of your documents, you may also consider saving your documents onto a flash drive (portable data storage device)

Helpful Hint (Please ask Faye about this)

You may be able to contact the foundation directly via email or contact # to ask additional questions.

Application Checklist

This worksheet may help you keep track of the documents you need for each grant you apply for and your progress in the application process.

Organization: _____

Due Date: _____

Completion Date/Date sent to Foundation: _____

Document Checklist

Check the boxes below of the documents you are required to submit with your grant application. Take note of any specific instructions for each document you need to submit.

IRS 1040 Tax Form

Notes: _____

Application Letter

Notes: _____

W-2

Notes: _____

Proof of Diagnosis/Disability

Notes: _____

Proof of Insurance Denial

Notes: _____

Vendor Estimate/Quote of Service

Notes: _____

Application Questionnaire

Notes: _____

Other: _____

Notes: _____

Other: _____

Notes: _____

Other: _____

Notes: _____

Other: _____

Notes: _____
