



Hannah's Helping Hands 2011 Grant Program

Hannah & Friends is a 501(c)(3) non-profit organization dedicated to improving the quality of life for children and adults with special needs.

Hannah & Friends provides funding for a program called **Hannah's Helping Hands**, which funds quality of life grants for **Indiana**, including the greater **Michiana** area, **Rhode Island**, and **New York** families that care for children and adults with special needs. Grants for individuals with developmental disabilities are given priority.

The grants provide low and moderate-income families with stipends that may be used for a wide variety of supports and programs related to their family member with special needs.

Please read the information below and mail in the enclosed application.

In order to qualify for a grant, a family must:

- Have a family member with special needs at home in Indiana, Michiana, Rhode Island, or New York.
- Meet the guidelines for financial need. This grant is specifically for low and moderate-income families.
- We request that parents obtain a letter of recommendation on behalf of your family member from a doctor or teacher on letterhead. The letter of recommendation should highlight financial need as well as any special challenges that the organization should be aware of. Letters of recommendation should be attached to the application and not mailed separately.
- Past grant recipients must have sent in receipts and thank you letters by the deadline stated in the grant approval letter mailed out the previous year.
- Provide a signed copy of the most recently filed (2010 preferred; 2009 acceptable) Federal tax return (IRS Form 1040, 1040-A, or 1040-EZ) that specifically lists the individual benefitting from the grant. IRS 1040 Schedules A,B,C,D,E are optional but not required. If a Federal tax return was not required to be filed, please include a signed statement with explanation.

Please Note: In order to apply for a child, the child must be listed as a dependent on your most recently filed IRS 1040. If the child is not listed on your most recently filed IRS 1040, then we need a copy of both your most recently filed IRS 1040 and the most recently filed IRS 1040 on which the child is listed as a dependent.

Grant amounts:

Grants will range from \$100.00 - \$500.00.

Grant requests:

You may apply to use the money for anything that improves the quality of life for your family member.

Examples of possible uses of grant money:

Adapted bicycle	Vision services	Respite care
Summer Camp	Music classes/instruments	Education conference fees
Camp tuition	Educational Books/Videos	Video games
Programs at Hannah & Friends	Computer software	Training Materials
Puzzles and games	Swimming lessons	Educational Advocacy
Occupational therapy	Physical therapy	Skating lessons
Social skills training	Horseback riding lessons	Sports equipment
Sensory Integration	Speech therapy	Art classes

Application process:

To apply for funds, please complete the enclosed application form and return it to:

**Hannah's Helping Hands Grants
51250 Hollyhock Road
South Bend, IN 46637**

Applications will not be accepted via email or fax. Applications will also not be accepted without a recommendation letter. Feel free to explain any special circumstances regarding your need that may not be evident by completing the form.

Once your application is received, it will be reviewed to determine if you meet the above guidelines. Grants will be given by **September 30, 2011**. If your application is accepted, we will mail you the Hannah's Helping Hands grant for immediate use. In order to qualify for grants in 2012, thank you letters and receipts must be mailed to Hannah & Friends by September 1, 2011 for summer grants and December 31, 2011 for general grants. If we cannot meet your request, you will receive a letter explaining the decision. Due to the high volume of grant applications, we strongly ask that the Hannah & Friends office is not called prior to September 30, 2011 to see if a grant has been approved.

Summer Grants

If you would like to use your grant specifically for summer camp, **please specify this on your application.**

The deadline for summer camp grants will be May 1, 2011. All summer camp grants will be reviewed and mailed by June 7, 2011.

Applications turned in after the May 1st summer camp grant deadline will be treated as general grants and will be reviewed and mailed by September 30th.

Deadlines for Grants

May 1, 2011 – Deadline for summer camp grants

June 7, 2011 – All summer camp grants will be reviewed and mailed by this date

August 1, 2011 – Deadline for all 2011 applications

September 1, 2011 – Thank you letters and receipts for summer camp grants are due

September 30, 2011 – All grants will be reviewed and mailed by this date

December 31, 2011 – Thank you letters and receipts for general grants are due

Recommendation Letter Guidelines:

- Letters of recommendation must be written by a teacher, doctor, or therapist.
- Letter must be written on school, hospital, doctor's office, or company letterhead.
- Letters must be written within the past six months.
- Letters should describe the family's financial need and/or child's diagnosis.
- Letter must be mailed with the grant application and not mailed separately.

Documentation:

A family that receives money must send receipts or other proof of purchase (e.g. a form you may use to document your expenditures) for the agreed upon goods or services.

Thank you notes:

We also request that you send a note of thanks explaining how the funds were helpful to you. These notes are very important for us to let the organization and donors know how beneficial these funds are to families.

Questions:

Please email your questions to grants@hannahandfriends.org or call 574-217-7860 if you have any questions regarding this application.

You may also write us at:

**Hannah's Helping Hands Grants
51250 Hollyhock Road
South Bend, IN 46637**

Before you mail your application, please make sure you have included the following items listed in the checklist. **Please note that incomplete applications will not be reviewed.**

Hannah's Helping Hands Grant Checklist

- _____ Paper Application
- _____ Recent photo of your child
- _____ Recommendation letter from teacher or doctor
- _____ Copy of 2010 or 2009 1040 form



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APPLICATION

A letter of recommendation on behalf of your child from a doctor or teacher must be attached to this application.

DATE: _____

CHILD'S NAME: _____

CHILD'S BIRTHDATE: _____

DIAGNOSIS: _____

PARENT/GUARDIAN NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

DESCRIBE WHAT YOU ARE REQUESTING A GRANT FOR BY CHECKING THE APPROPRIATE BOX:

_____ I am apply for funding for my child to participate in programs at Hannah and Friends.

_____ Other (Please describe)

AMOUNT REQUESTING: \$ _____ (\$100 - \$500)

Number of people (children and adults) living in your home including you: _____

_____ **List your total household income including all members** of the household and all sources of income (earnings, Social Security, child support, public assistance, etc.):

Please let us know if there are any special circumstances that affect your need for this grant.

List any prior support received from Hannah & Friends with Amount(s) and Year(s)

I certify that the information above is true.

Signature

Date

Name (Please Print)

PLEASE RETURN THE APPLICATION FORM TO:

Hannah's Helping Hands Grants

51250 Hollyhock Road

South Bend, IN 46637

Applications must be received no later than August 1, 2011.

Applications will not be accepted via email or fax.

Hannah's Helping Hands Grant Checklist

Before you mail your application, please make sure you have included the following items listed in the checklist. **Please note that incomplete applications will not be reviewed.**

- _____ Paper Application _____ Recent photo of your child
- _____ Recommendation letter from teacher or doctor
- _____ Copy of 2010 or 2009 1040 form