

Read these Guidelines thoroughly BEFORE completing the paper application!

General Information:

Purpose: To assist families of individuals with special needs by providing financial assistance for therapy related services that may not otherwise be covered by insurance or other funding sources.

Types of Support: Examples of eligible therapy related services include, but are not limited to, physical therapy, occupational therapy, speech therapy, music therapy, Anat Baniel Method, hippotherapy, Applied Behavioral Analysis, psychology and psychiatry.

Limitations: No scholarships are given for organizations/businesses, fundraising drives, debt reduction (expenses incurred for therapy received prior to the scholarship award), medication, transportation, technology, equipment, diagnostic or therapeutic evaluations, respite or travel expenses.

Geographic Focus: Scholarships are awarded to families residing in the West Michigan area. We serve the following counties in Michigan: Kent, Ottawa, Muskegon, Allegan, Barry, Kalamazoo, Ionia, Newaygo, Montcalm, Van Buren, and Oceana.

Scholarship Amounts and Payment: Scholarships will be awarded in amounts up to and including \$1,000 with special consideration given to those who have not previously received funds from Family Hope Foundation. Scholarship money will be paid directly to the approved therapy provider. Funds will not be distributed in cash and will not be given to the recipient.

Approved Therapy Providers: Family Hope Foundation forms a partnership with each therapy provider who receives funding for a scholarship recipient. Providers must meet the Family Hope Foundation "Provider Guidelines" requirements and be approved by the Board of Directors as a Community Partner. To see a list of currently approved Therapy Provider Partners, visit our website at www.familyhopefoundation.org, under Scholarships. If you would like to apply to be an approved therapy provider, please call to discuss at (616)729-8833.

Other: Applications will be accepted and considered without regard to sex, religion, ethnic background, race or national origin. However, the recipient must meet criteria for therapy in order to receive the scholarship.

Contact Information: If you have questions regarding the application process or scholarship program, contact Family Hope Foundation at (616)729-8833 or jane.eppard@thefamilyhopefoundation.org.

Application Process Information – (for paper application)

Application Due Dates: Applications will be accepted, and funds distributed, twice a year. Applications due on March 1st will be accepted no earlier than February 1st. Applications due on September 1st will be accepted no earlier than August 1st. If the deadline is on a weekend or holiday, applications will be due the following business day.

Application Submission:

- ✓ Applications must be completed on our form and **received** by mail or hand delivered by **5:00 pm** on the due date to: Family Hope Foundation, 7086 8th Avenue, Jenison, MI 49428. (If you are unable to return the paper copies by the deadline, an electronic version is available on our website. Electronic version must also be submitted by 5:00 pm on the due date.)
- ✓ Use of the exterior drop box is **only** for weekends and after hours. Take all paperwork inside the building if the office is open.
- ✓ Applications do not roll-over to the next scholarship cycle and must be resubmitted each time a scholarship is desired.
- ✓ You must submit **three** total stapled copies of your application.
- ✓ Other than any necessary additional sheets to answer the narrative questions, do NOT include any other documentation, photos, etc. with your application.

After Applying: Applicants will be notified within two months of the application deadline as to whether their scholarship request is being fulfilled (notifications to be sent by May 1st or November 1st). At that time, accepted applicants will be required to submit further verification and final documentation. This documentation must be received within one month of the request.

Completing the Application Form:

Every question must be answered, according to the directions, for the application to be complete. Incomplete applications will be penalized or not considered for funding.

Applicant Information:

Question 1-4: The “applicant” refers to the individual with a disability who will benefit from the therapy being requested. For historic scholarship tracking purposes, please include any former names that the applicant has had.

Question 5-6: Please list the formal primary and secondary diagnoses or disabilities. (Examples: Autism Spectrum Disorder, cerebral palsy, profound hearing loss, mitochondrial disease, sensory integration dysfunction). The applicant must have a diagnosis from a physician, psychologist or psychiatrist **BEFORE** applying. Please note: if you are selected to receive a scholarship you will be asked to provide proof of diagnosis.

General Information:

Questions 7 and 7a: Check yes or no appropriately.

Question 8: *Our Designated Scholarship Program* is a program that allows groups, service clubs or businesses to sponsor a scholarship recipient. Partnering with other groups allows Family Hope Foundation to raise additional

funds and provide assistance to more families. Receiving a scholarship through our *Designated Scholarship Program* requires the applicant family to:

- ✓ Sign a release that gives us permission to share the applicant's first name, age, disability, story and therapy needs with the sponsoring group to create an individual connection. No personal contact information will be disclosed.
- ✓ Be willing to adhere to the request of the sponsoring group for a personal connection. These requirements vary by sponsoring group, but could be things such as:
 - Send a personal thank you note with a photo to the sponsoring group.
 - Attend a meeting of the group to introduce your child and say thank you.
 - Write a letter after the applicant's therapy is complete, explaining its value and your gratitude.

Question 9: List how you heard about Family Hope Foundation.

Family Information:

Questions 10-14: Identify custodial parents/guardians. If over 18, independent and completing the form yourself, check "self." Complete all contact information.

Question 15: Indicate whether or not the applicant resides in a group home. If they do, please answer yes and skip to question 20.

Questions 16 and 17: Indicate how many dependents and how many adult caregivers live in your home, including yourself, who are dependent on your income.

Question 18: Indicate how many additional dependents in your home have special needs that requires therapy.

Question 19: Check yes or no appropriately if multiple family members will be applying for a scholarship from Family Hope Foundation.

Financial Information:

This is an application for financial assistance; you must prove financial **need**. Please consider that since the purpose of the scholarship is to support therapy not covered or only partially covered by insurance, every applicant is applying for that reason.

Question 20: List the scholarship amount you would like to receive, not to exceed \$1,000.

Question 21: Indicate the cost of this exact therapy how it is billed by the provider. (Example: \$100 per hour or \$800 per week. Write in any unique situations such as \$1,500 for 3 weeks of intensive therapy.)

Question 22: Check all items that describe the type of medical insurance the applicant has.

Question 23: Check the correct response. You will need to check your insurance policy before answering this question. Always check your exact coverage before you apply. Note that if you are selected to receive a scholarship, you will be required to submit your insurance benefit information **from your insurance carrier.**

Question 24: Check the appropriate box that best describes the total/combined annual income for your household.

Therapy Information:

Complete this section for the therapy provider you choose to receive therapy from for this scholarship.

Question 25: Name the specific type(s) of therapy for which you choose to use the scholarship. (Example: Physical Therapy, Speech Therapy, Psychology, Therapeutic Horseback Riding)

Question 26: The therapy provider is the organization or business, not the individual therapist, unless they are the same. (Example: If you want to see Julie Jones at ABC Therapy Shop, then the name of the therapy provider is ABC Therapy Shop. If the name of Julie Jones' practice is Julie Jones, then the answer would be Julie Jones.)

- ✓ Requests can be made to only one therapy provider per application. (Example: You may request a scholarship for OT and speech at the same therapy location. You may not request your scholarship be split to receive OT at one location and speech at another location.)
- ✓ It is recommended that you designate a specific therapy provider with which you would like to participate.
- ✓ If you do not know where to go for therapy, we urge you to do that research before filling out this request for funding support. You can use the list of our Therapy Provider Partners located on our website as a guide (www.familyhopefoundation.org) or call Family Hope Foundation for assistance at (616)729-8833.
- ✓ You may apply to a provider who is not currently a Therapy Provider Partner. We are always bringing on new partners. However, it is recommended that you contact Family Hope Foundation at jane.eppard@thefamilyhopefoundation.org or (616)729-8833 to discuss a non-listed therapy provider.

Questions 27 and 28: Identify if you have received an evaluation and/or services from this particular provider.

Question 29: List ALL therapies, including what you are applying for, in this section. Indicate if the applicant is currently receiving them in school (S) and/or privately (P).

Narratives:

The narrative section of the application must be completed in order to be considered for a scholarship. This section allows you to tell us more about who the applicant is, how they will benefit from therapy, and why the scholarship is needed. This information is extremely helpful to our scholarship committee as they make decisions on scholarship awards.

Question 30 – Tell us about who the applicant is as a person: likes/dislikes, disposition, hobbies, etc. This is an opportunity to introduce the applicant to the scholarship committee.

Question 31 – Explain how the applicant will benefit from the therapy you are seeking a scholarship for. Explain how this therapy has helped the applicant in the past, or if the therapy is new, explain the goals you have for therapy.

Question 32 – Explain how receiving a therapy scholarship will be financially beneficial to your family. Therapy scholarships are awarded based on need so you must clearly demonstrate a financial need.

Application Verification:

- ✓ Please indicate who the application was completed by and their relationship to the applicant.
- ✓ Agree to the statement by signing and dating the document.