



## INDEPENDENT GRANT GUIDELINES

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Orangewood Foundation's Independent Grant provides up to **\$500** per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) to provide financial assistance for former Orange County, CA, foster youth engaging in the pursuit of independent living. For those who are prepared to get their driver's license, up to an additional **\$500** may be available for driving school as a reimbursement upon *proof of completion of driving school and proof of a state issued driver license*.

Applicants must complete the application in its entirety (providing the purpose for what is being requested). Submitting an application does not guarantee approval. Not all applicants are eligible. Along with the application, eligibility will be verified.

### **ELIGIBILITY GUIDELINES:**

In order to be eligible for an Independent Grant, applicants must meet the following criteria:

- Age 18+
- Orange County, CA Dependent OR Orange County, CA Resident with other Dependency
- Young adults connected to Orangewood Foundation, residing in Orange County

### **APPLICATION PROCESS:**

1. **Application Submission:** Submit a new Independent Grant application (required each fiscal year, July 1<sup>st</sup> - June 30<sup>th</sup>). Application may be submitted anytime during the year, but no later than June 15<sup>th</sup>. The Independent Living Grant application can be found at <https://www.orangewood4you.org/childrens-trust-fund/childrens-trust-fund-emancipated-grant/>.

**Application Approval/Denial:** Applications will be reviewed on a weekly basis and approvals are at the discretion of the Scholarships and Grants Committee. Please be aware that completing an application does not guarantee approval. Applicants will be contacted to inform them of their application status and grant process if approved. The entire grant process (application to funding if approved) may take 4-6 weeks. Applicants will be notified upon approval/denial.

### **Short Answer Questions**

**The below are the short answer questions on the application. All questions must be answered fully to be considered.**

- What is your current living situation and job status?
  - Describe your living situation – live with friends? Family? Couch surfing?
  - Describe your job status – employed? Looking/interviewing? Unemployed?
- Do you have other financial resources to meet your daily living needs?
  - Share if you have financial support – employed, SILP, no unemployed, etc
- Are you enrolled in college? If yes, which college and when does your term start?
  - If yes, please put down your school and your term start.
- Please explain the purpose of your request?
  - This is a chance for you to state why this request is needed for you.

- How will this grant support you?
  - Here, you can let us know how this grant will help provide relief for you based on your request.

**The below is a list of approvable items:**

Approved Item	Definition
Groceries/Food	<ul style="list-style-type: none"> <li>• Reimbursement Only – receipt required</li> <li>• If local – must utilize Resource Center pantry</li> <li>• Gift Cards may be requested</li> <li>• No fast food, or single serve meals. Groceries must be general groceries – not just junk food, no alcohol. No gift cards or CalFresh used on purchases</li> </ul>
Household Items/Toiletries/Hygiene Items	<ul style="list-style-type: none"> <li>• Basic home supplies – broom, dustpan, mop, cleaning supplies, bedding, etc</li> <li>• Basic hygiene/toiletries - shampoo, conditioner, body wash, lotion, towels, etc</li> <li>• If local – must utilize Resource Center for supplies</li> <li>• Gift Cards may be requested</li> </ul>
Work/Training Expenses/ Employment Certificates	<ul style="list-style-type: none"> <li>• Interview attire, work clothes, shoes, tools, certifications, trainings, etc</li> <li>• Gift Cards (may need to submit employment/school information)</li> </ul>
Rental Assistance	<ul style="list-style-type: none"> <li>• Required documents: Lease agreement, &amp; W9 from landlord</li> </ul>
Utilities – Gas/Electric/Water	<ul style="list-style-type: none"> <li>• Utility Assistance Programs must be utilized           <ul style="list-style-type: none"> <li>• EX: <a href="https://www.csd.ca.gov/pages/liheaprogram.aspx">https://www.csd.ca.gov/pages/liheaprogram.aspx</a></li> </ul> </li> <li>• If assistance programs were denied, those denials must be included on the request in the grant</li> </ul>
High School Expenses	<ul style="list-style-type: none"> <li>• Textbooks, school ID or pictures, yearbook, graduation announcements, cap and gown, P.E. clothes, tickets for prom and other formal dances, testing, fieldtrips</li> </ul>
Organized Extracurricular Activities	<ul style="list-style-type: none"> <li>• School or outside of school sports, clubs, lessons, events, fitness packages/classes</li> <li>• Reimbursement or Invoice Only</li> </ul>
Medical/Dental/Vision/Counseling Expenses	<ul style="list-style-type: none"> <li>• Insurance must be utilized and if not covered by insurance/SSA may be submitted for request</li> </ul>
Legal Documents/Identification/Passport/Naturalization	<ul style="list-style-type: none"> <li>• Legal documents – state or federal</li> </ul>
Driver's Education	<ul style="list-style-type: none"> <li>• Training only, reimbursed at time of license (one year to earn license, receipt must be submitted at time of purchase)</li> <li>• Reimbursement only</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Bicycle or skateboard only, helmet &amp; locks</li> <li>• Replacement parts for bicycle or skateboard</li> <li>• Gas for school/work (may need to submit employment/school information)</li> <li>• Gift Cards (may need to submit employment/school information)</li> </ul>

## **Ways to Receive Approved Funding:**

**Submit a Request** - There are 3 types of requests that can be made. A request must be made on the application.

1. **Gift Card:** To request a gift card after you have been approved, contact the Scholarships and Grants Coordinator. State your purpose of the request (Ex. food, hygiene items, work clothes, etc.). Gift cards you may request depend on available gift cards at that time and up to \$150 per month. Gift cards may be given digitally.
2. **Check Request for Vendor:** To request a check for a specific person or vendor, contact the Scholarships and Grants Coordinator and we may need the Vendor's W9 document with vendor name, vendor address. Along with invoice with description of item or service, and cost of item or service.
  - **Invoices:** Must be clear, with requesters name, itemized, date, vendor name and information. must be within 6 months of request and within the same funding year (July 1 – June 30)
3. **Check Request for Reimbursement:** To request a check for reimbursement, contact the Scholarships and Grants Coordinator and provide who the check should be made out to, description of item or service, cost of item or service, and purpose of request. Receipts are required for reimbursements.
  - **Receipts:** Must be clear, itemized, store information, date and total. Must be within 6 months of request and within the same funding year (July 1 – June 30)

## **Additional Funding Information:**

- **Alternative Sources of Funding:** Alternatives may need to be considered before grant funds are expended.
- **Receipts:** Receipts must be clear and visible. All receipts must have the date of purchase, amount paid and items purchased to be valid.
  - Purchases must be made within the funding period the grant was approved for, July 1<sup>st</sup> – June 30<sup>th</sup>.
  - Receipts must be no older than 6 months at the time of reimbursement request.
- **Previous Academic Year Funding:** The annual fiscal year funding period is from July 1<sup>st</sup> to June 30<sup>th</sup>. Funding does not roll over into the next funding period.
- **Driver's Education:** Approved recipients qualify for driver's education funding up to an additional \$500 if they don't currently have a driver's license. Driver's Education funding will be offered as a reimbursement to eligible students with proof of completing driver's education and proof of their state issued driver license. When Training is purchased, receipt must be submitted to the Scholarships and Grants Coordinator. Further details will be given regarding reimbursement once Training receipt is submitted. Reimbursement is not guaranteed, it is not granted until the Driver's License is earned within the time frame.

## **CONTACT US:**

**For questions please contact the Scholarships and Grants Coordinator.**

Orangewood Foundation Address:	1575 E. 17 <sup>th</sup> St., Santa Ana, CA, 92705
Orangewood Foundation Website:	<a href="http://www.orangewoodfoundation.org">www.orangewoodfoundation.org</a>
Orangewood Youth Website:	<a href="http://www.orangewood4you.org">www.orangewood4you.org</a>
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