

Guidelines for a Successful Application

*****Please Read Before Applying*****

APPLY EARLY! WE REQUIRE A SIXTY (60) DAY PROCESSING PERIOD PRIOR TO THE START DATE OF THE PROGRAM. NO EXCEPTIONS! Please do not call regarding the status of your application. Please do not leave anything out of your application or it will be returned.

Who is eligible?

- **Single-working** parents **with children** between the age of **five (5) and fifteen (15) years old**
- **Single-working** parents working a minimum of **twenty (20) hours per week**
- **Single-working** parents **who meet the salary requirements guidelines**

What programs are eligible?

Expect-A-Miracle **will consider** awarding grants for payment of extra-curricular programs for your children, up to a maximum of **two hundred dollars (\$200) per child per year**. These programs include, but are not limited to:

Tutoring Organized Sports Fees Dance/Music/Art Lessons

Please note that a maximum of **three (3) grants** are awarded per organization/program per year.

Please be aware that we are unable to provide assistance for day care or before/after school care.

We are **not** accepting applications for school break day camp or residential summer camp due to funding.

How do I apply?

Once you fill out the application completely, **mail** to: Expect a Miracle Foundation, 220 N. Smith Street, Suite 102, Palatine, IL 60067. **We will not accept faxed documentation.** Please include all required original documentation:

- **Pay Stub that shows the number of hours worked in a week**
Pay stub **must** be from within the last month, and if it does not say the number of hours worked, a letter from your employer is needed that says how many hours you work per week. The letter must be signed and on company letterhead. Copies of online pay stubs are also acceptable. If you have been unemployed for less than 30 days, you are still eligible. Please provide a copy of your last paystub to prove eligibility.
- **COPY of Child's Original Birth Certificate** **We are no longer requiring ORIGINALS to be sent.** This is intended to show that you are the child's parent and the child is between the ages of five and fifteen. We will NOT return the copies, but will keep on file. If you have applied for a grant for a child previously, the birth certificate may be on file and may not need to be sent again.
- **Single Parent Letter**
This letter needs to be **written by you**, must **state you are a single, working** parent and it **must be signed**.
- **Information on the Program**
You **must** send a flyer or printout with the following information: telephone number, web site, or email address, and the cost of the program you are applying for.

What happens after I apply?

If your application is complete, it will be reviewed. You will receive a letter stating if your application has been approved or denied along with any original documents that were submitted. **Incomplete applications will be denied.**

SALARY REQUIREMENTS

To better service our growing foundation, we have instituted salary requirements, as follows:

- \$40,000 and under – 1 child (15 years old and younger)
- \$45,000 and under – 2 children (15 years old and younger)
- \$50,000 and under – 3 children (15 years old and younger)
- \$55,000 and under – 4 children (15 years old and younger)

For example, if you make \$40,000 or under and have one child, your application will be considered. If you make over \$40,000 and have one child, you do not meet our salary requirements and your application will be denied due to ineligibility.

Please feel free to contact us with any further questions at info@expectamiraclefoundation.org.

Due to funding, we will only assist up to three (3) children per program.

What happens after I apply?

We require a sixty-day processing period prior to the start date of the program, and we request you **do not call to check the status until after thirty days have passed**. You will receive a letter in the mail letting you know if you were approved or denied.

If you submit an incorrect application, provide a copy of a document instead of the original, or if you do not qualify, everything will be sent back to you until you fix the error and we will stop processing your request.

How can I make the process go faster?

We currently verify the price of the program with the program you list, therefore if you include contact information, a price list, or even a website address, it will make it easier for us to process your request. **Please refrain from calling us within the first sixty days so we can focus our efforts on approving your application.**

The Expect A Miracle Foundation is funded solely through private donations. We do not receive any funding from the government.

PLEASE NOTE: Expect A Miracle Foundation reserves the right to change/modify any parameters of this application without advance notice. This includes, but is not limited to: maximum grant dollar amount per child per year, number of grants per organization/program per year, and parent salary requirements. The Foundation also reserves the right to deny any application for any reason, without explanation.

Expect a Miracle Application

No application will be considered for processing unless the following information is filled out completely. Please remember to attach the necessary documents listed at the end of this application.

Parent or Guardian Name: _____

Address: _____ **Apt No.:** _____

City/State/Zip Code: _____

Parent's Phone Numbers: Daytime: _____ Evening: _____ Cell: _____

E-mail Address: _____

Please fill out information below:

Household Information

Names (List everyone, including parent)	Age	Birthdate (mm/dd/yyyy)	Gender	Race (Ethnic Identity)

Program Information

Name of Child for Whom Assistance is Requested (Ages 5-15 Eligible)	Program Information (Name / Dates / Total Cost)	Name of organization to which check should be endorsed. We do not endorse checks to parents or individuals.

Employer Information:

Parent's Place of Employment: _____

Employer Address: _____

Employer City/State/Zip Code: _____

Employer Phone: _____

Does employer have matching gift program? _____

Income: (See Salary Requirements)

Your information will not be used to determine eligibility or shared with other agencies; please do not leave anything out.

Total monthly gross income of household: _____

How did you hear about the Expect A Miracle Foundation? _____

Please attach the following documents to this application:

- o **Copy of Original** birth certificates for all children for whom you are requesting assistance.
****This is new for 2017. We are no longer requiring ORIGINALS to be sent.**
- o **Original** and most recent pay stub, showing at least 20 hours of work per week (direct deposit pay stubs are acceptable).
- o **A short, signed statement**, typed or hand written, indicating you are a single working parent. Please also briefly tell us about your family and need for assistance.
- o **Program Information:** You **must** send a flyer or printout with the following information: telephone number, web site or email address, and the cost of the program you are applying for.
- o **Mail completed application and documents to: Expect A Miracle Foundation, 220 N. Smith Street, Suite 102, Palatine, IL 60067**

THERE IS A SIXTY (60) DAY PROCESSING PERIOD. Incomplete applications will be denied.