



GRANT APPLICATION CHECKLIST

Before you start your application, please have the following documentation:

STANDARD DOCUMENTATION

- Most recent Federal tax return in entirety.
- Most recent bank statements (checking and savings) for personal and business accounts in entirety. Most banks allow you to download a pdf copy from their website. **Please do not submit screen shots or summary of transactions. We need the full statement showing account holder details, including account holder names.**
- Most recent statement for investment account(s), CD's, annuities, if applicable.
- Most recent credit card statements.
- Most recent statements for car loans, mortgage(s), educational and other loans.
- Most recent pay stub(s)
- Statements for alternate income sources, such as SSI, annuity payments, etc.

MEDICAL GRANT EVENT DOCUMENTATION

- If you have medical insurance: Download/export a summary of claims (this will generally be a csv or excel file). The summary will show one line item per charge with columns showing amount charged, amount paid by insurance and amount owed by patient. Please do not submit individual EOBs and/or medical bills.
- If you do not have medical insurance: provide medical bills, ensuring no duplications are submitted.
- Completed and signed [Physician's Statement](#) (click link to download)
- Estimates for modifications to home (wheelchair ramp, stairlift, etc.) or estimates for wheelchair-accessible van, if applicable.

FUNERAL GRANT EVENT DOCUMENTATION

- Essential funeral expenses (excluding headstone, reception, etc.).
- Death certificate
- Accident report, if applicable
- Medical bills, if applicable
- Travel expenses, if applicable

HOUSING DISASTER GRANT EVENT DOCUMENTATION

- Incident report from emergency service agency, such as fire department, if applicable
- Insurance claim settlement report
- Insurance declarations page
- FEMA assistance letter
- Estimates for repairs
- Inventory of personal belongings lost
- Photos of damage