



MOTHERS TRUST
FOUNDATION

400 East Illinois Road Lake Forest, Illinois 60045

847-482-9189 phone 847-482-9193 fax

service@motherstrustfoundation.org

www.motherstrustfoundation.org

GUIDELINES

Mothers Trust Foundation provides immediate assistance during times of crisis to low-income children living in Lake County, Illinois. The Foundation's goal is to provide hope, build confidence, and make a positive difference in a young person's life. Mothers Trust Foundation does not exclude any assistance to individuals or families, deny benefits or any services based upon race, color, religion, gender or gender association, national origin, disability, marital status, or any other characteristics protected by law. Children over the age of 21 are not eligible for benefits, or families who do not have any children under the age of 22 living in the household.

ELIGIBILITY

- Requests must be submitted by social workers, counselors, court officers, or other qualified professionals who know the child and can attest to the need and benefit that will result from our assistance.
- Social service providers can complete a Service Request on behalf of any child who is aged birth through 21, who will clearly benefit from help. We meet needs which cannot be met from other sources.
- Funds are provided for emergency situations, not for open-ended or ongoing needs.
- Please indicate if the family has been helped by Mothers Trust Foundation in the past calendar year and provide details to explain why another request is being made.

TYPES OF SUPPORT

The Foundation will consider:

- Clothing/shoes, eyeglasses, education-related expenses (NOT school supplies), such as summer school, athletic assistance, music rentals, etc. and after-school or park district programs for enrichment opportunities and summer camp
- Child safety needs such as car seats, cribs; psychological or medical emergencies; transportation.
- Stable housing expenses including rent, utilities and security deposit assistance must be sustainable going forward. The family's monthly income must exceed their monthly housing expenses or there must be a plan in place going forward to prove future housing stability. **All housing requests must be submitted by a township or partner agency that has a thorough vetting process for the family's financial situation and who will be partnering in the request. MTF must be last-in with a maximum grant amount of \$1,000. We are no longer accepting stable housing requests from our school partners.**
- Grants are not provided for food, diapers, wipes, formula and personal hygiene items.

GRANT PROCESS

- **Service Request forms are to be completed by the social service professional only.**
- E-mail or FAX the request to our office to begin the grant process.
- PLEASE FILL OUT THE SERVICE REQUEST CLEARLY AND COMPLETELY
- BE SURE TO INCLUDE SUPPORTING DETAILS/NARRATIVE FOR THE CASE.

The Mothers Trust service committee meets weekly at 9:30 a.m. on Wednesdays. **Grant requests must be received by Monday at 5 p.m. for consideration on Wednesday.** Once a request has been approved and details verified, we will contact the service provider with the result of their request. Assistance is sent promptly, normally within 24 hours. Although the approval process requires that individuals and families be identified and their qualification for assistance described, the privacy of all applicants will be maintained.



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HOW TO SUBMIT A SERVICE REQUEST

1. Service Requests **MUST** be completed by a professional social worker or service agency.
2. Fill in the form completely. Each case is determined based on the information provided.
This includes listing ALL children in the family and income of the household.
 - Incomplete forms delay the case because we will need to contact you for the information.
3. Include additional information or a narrative that would support your request.
4. Include documentation that verifies the need: copies of an invoice, a lease, a utility bill/shut off notice, tuition form, camp or program description, etc.
5. FAX or email the completed service request to our office. **Requests received by 5 p.m. on Monday will be reviewed on Wednesday at our weekly meeting.**
6. Be sure to **include your email and phone number** so we can contact you regarding the outcome of your request.

PLEASE TYPE YOUR REQUEST - OR PRINT CLEARLY!

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Making a difference...one child at a time.