



## Help us help the kids of Lake County

# Grant Request Guidelines

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### 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.

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### Types of Support

The Foundation will consider:

- Clothing/shoes, eyeglasses, education-related expenses (NOT school supplies), summer activities, athletic assistance-**excluding travel programs**, 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. We are no longer assisting with mortgages. 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 no longer accept stable housing requests from our school partners.**
  - **Grants are not provided for food, diapers, wipes, formula, school supplies, personal hygiene items, car repairs or car related expenses.**
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## THE GRANT PROCESS

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 48 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.

- **Service Request forms must be completed by the social service professional only.**
- We have moved to an online request form. Email [Service@motherstrustfoundation.org](mailto:Service@motherstrustfoundation.org) for link to the form.
- PLEASE FILL OUT THE SERVICE REQUEST CLEARLY AND COMPLETELY.
- BE SURE TO INCLUDE SUPPORTING DETAILS/NARRATIVE FOR THE CASE.
- Gift cards over \$250 must be picked up at our office.
- All other items are shipped to service providers to avoid issues with items being lost or stolen.

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## HOW TO SUBMIT A SERVICE REQUEST

- Fill in the form completely. Each case is determined by the information provided. This includes listing ALL children in the household. Incomplete forms delay the case because we will need to contact you for information.
  - Include additional information or a narrative that will support your request.
  - If requesting a specific item/brand, please send a link to the item.
  - Include documentation that verifies the need: copies of invoices, leases, utility bill/shut off notices, tuition forms, camp or program descriptions, etc.
  - Email the completed service request to [service@motherstrustfoundation.org](mailto:service@motherstrustfoundation.org).
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## CHECKLIST FOR HOUSING STABILITY

- Online request form must be completed by a township or partner agency. Requests submitted by school partners will not be considered.
- If granted, housing Assistance is available once every 18 months.
- Attach or send copy of lease. Please make sure the family's name, address, amount of monthly rent/security deposit and landlord's information, along with mailing address, is included.
- If the family is in arrears with rent, documentation is needed indicating the amount of arrears: a letter from landlord, 5-day, 10-day or 30-day notice. If there is an eviction notice, families are encouraged to reach out to Prairie State Legal Services for guidance.
- If a family has an eviction notice, we also need assurances that court process will not be pursued if approval and payment is given.
- Please indicate who is partnering to pay for arrears/security deposit. MTF will not bear the whole cost of rental arrears or security deposit.
- Families seeking assistance are asked to complete financial counseling and review all avenues of support. [Education & Housing Counseling - Great Lakes Credit Union](#)  
Community Partners for Affordable housing –Laura Olvera [lolvera@cpahousing.org](mailto:lolvera@cpahousing.org)  
Lake County Housing Authority [Lake County, Illinois Housing Authority](#)

## CHECKLIST FOR UTILITY ASSISTANCE

- Families must apply for LIHEAP assistance and all programs available to lower monthly costs prior to submitting a request for assistance from MTF.
  - Attempt to set up a payment plan with the Utility Company prior to submitting a request.
  - Submit the most recent bill from the utility company.
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