



Help us help the kids of Lake County Grant Request Guidelines

Mothers Trust Foundation provides immediate assistance to low-income children in Lake County, Illinois during times of crisis. Our goal is to provide hope, build confidence, and make a positive difference in a child's life.

We serve families without discrimination based on race, color, religion, gender or gender association, national origin, disability, marital status, or any other characteristics protected by law.

Eligibility

- Families must have one child 21 years or younger living in the home

What We Can Help With

- Clothing and shoes
- Eyeglasses
- Education-related expenses (not school supplies)
- Housing Assistance- see details below
- Summer camps
- After-school and park district programs
- Athletic fees (travel programs excluded)
- Music rentals
- Safe Baby Gear- include due date must be within 30 days of request
- Medical or mental health emergencies, transportation assistance

Housing Assistance Details

- Eligible expenses: rent, utilities, and security deposits
- Mortgage payments are not eligible
- The family's monthly income must exceed their monthly housing costs, or there must be a plan in place to prove future housing stability
- Housing requests must be submitted by a township or approved partner agency that has completed a thorough vetting process of the family's financial situation
- Housing requests from school partners are not accepted
- Mothers Trust Foundation must be the last funding source
- Refer to Housing Checklist below

We Do Not Fund

- Food
- Diapers, wipes, or formula
- School supplies
- Personal hygiene items
- Car repairs or vehicle-related expenses

Grant Review Process

- Service Committee meets Wednesdays at 9:30 a.m.
- Requests are due by Monday at 5:00 p.m.
- Approved requests are generally processed within 48 hours.
- Service Provider will be notified of the result of their request
- Applicant confidentiality is maintained.

Submitting a Request

- Requests must be completed by the social service professional only.
- Use the online application (email service@motherstrustfoundation.org for the link).
- Complete every section of the application. Incomplete forms will be returned to sender to resubmit
- Include a detailed case narrative.
- Links for specific requested items (if applicable)

Before You Submit

- Confirm all sections on the application are complete
- All children in the household must be listed
- All income must be reported
- Narrative provides detail on the financial hardship
- Attach supporting documentation (lease, invoices, utility bill, tuition, camp information, etc.) Screen shots are not acceptable

Grant Fulfillment

- Check sent out within 48 hours
- Gift cards over \$250 must be picked up at the office
- Other approved items are shipped to the referring service provider.

Housing Checklist

- Submitted by a township or approved partner agency.
- Housing assistance is available once every 18 months.
- Attach copy of lease with family name, address, rent amount/security deposit, and landlord contact information including address
- If the family is in arrears with rent, documentation is needed indicating the amount of the arrears: letter from landlord, 5-day, 10 -day or 30-day notice.

- If a family has an eviction notice, we need confirmation that court action will not be pursued if approval and payment is given. If there is an eviction notice, families are encouraged to reach out to Prairie State Legal Services for guidance.
- Indicate who is partnering with to pay arrears/security deposit. MTF will not bear the whole cost of assistance.
- Families seeking housing assistance are asked to complete financial counseling and review all avenues of support. [Financial & Housing Counseling | Great Lakes Credit Union, Financial Counseling and Coaching – Community Partners for Affordable Housing-Laura Olvera](#) lolvera@cpahousing.org, [Lake County, Illinois Housing Authority](#)

Utility Assistance Checklist

- Families must apply for LIHEAP and all other 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 utility bill. Screenshots are not accepted