



# Application Overview

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Please submit application materials **electronically** to:

[Suanne Carlson, Executive Director: HomesOnWheelsAlliance@gmail.com](mailto:SuanneCarlson@HomesOnWheelsAlliance@gmail.com)

## **Eligibility**

To be eligible:

1. Applicant must be at least 18 years of age and a US citizen.
2. Application Forms must be complete and submitted with all required attachments.
3. Grants must be for the sole use of the applicant.
4. An individual may not submit a grant applications for the same award more than once within a 12-month period unless there is a dire and independently verified emergency.
5. If a grant is awarded, applicant must submit any documentation, photos, etc. that Homes On Wheels Alliance, Inc. may request concerning the use of the funds/items awarded.
6. Recipient agrees to sign an Image Release for use by Homes On Wheels Alliance, Inc. for publicity purposes.

## **Documents to be Submitted**

1. Completed Grant Application forms.
2. Copy of documentation verifying proof of age and US citizenship.
3. Copy of most recently filed Federal Income Tax Return (Form 1040).\*
4. Copy of most recent bank statement.\*

5. A letter with any other information that you wish to include that is not on the application form.
6. Any additional information in the applications forms.

\* If applicant does not file an annual incomes tax return and/or does not have a bank statement, then two (2) letters from individuals who know the applicant and his/her need must be submitted with this application in lieu of the requested documents.

### **Submission of Application**

All Grant Applications, including attachments, must be submitted electronically to Suanne Carlson, Executive Director at [HomesOnWheelsAlliance@gmail.org](mailto:HomesOnWheelsAlliance@gmail.org).

### **Incomplete grant applications will not be considered.**

### **Review of Application**

Once submitted, the application will be reviewed to ensure the form is complete and that all needed information is provided.

The will be reviewed based on the following:

- Is this a logical and appropriate use of Homes On Wheels Alliance, Inc. funds?
- Does the application fit the mission of Homes On Wheels Alliance, Inc.?
- Is this truly a one-time expense?
- If this is funded now, what will the expectation be in the future?
- Are there other more appropriate financial resources available?

### **If the application is complete:**

1. And not greater than \$5,000 in value (cash, vehicle, tangible items, etc.), it will be considered by the Executive Director.
2. And greater than \$5,000 in value (cash, vehicle, tangible items, etc.), it will be placed on the agenda for the next Board of Trustees' Meeting.
3. The applicant will be notified of the outcome of the application within three (3) business days of a decision.

### **Application Approval Process**

If approved, the applicant will be notified within three (3) business days of approval.

### **Application Denial and Appeal Process**

If the application amount is altered or denied by either the Executive Director or the Board of Trustees, the applicant has the right to submit an amended application to the Executive Director. *Please use the Grant Application Form.*

Upon submission of the amended application, either the Executive Director or the Board of Trustees will review the application and make a final decision.

### **Use of Funds, Vehicles or Tangible Items**

It shall be the responsibility of the Executive Director to ensure that all monies and tangible items granted are expended as approved.

Funds must be used as outlined in the approved grant application and recipient must send all requests to confirm use made by Executive Director within fourteen (14) days of said request.