



INSTRUCTIONS FOR FUNDING APPLICATION

APPLICANT INFORMATION

Mother's Name: Enter the full legal name of the applicant.

Date of Birth: Enter the date of birth for the applicant. The date of birth must include month, day and year.

Race/Ethnicity: Enter the race/ethnicity of the applicant.

Address and Zip Code: Enter the full address and zip code of the applicant.

Telephone Number: Enter the telephone including area code of the applicant.

Email: Enter the email address of the applicant.

Former Recipient: Check Yes or No, indicating if you have received a grant from the Bartko Foundation in the past. **If you checked "YES"**, list the amount of the grant and the month, day and year that you received the grant.

HOUSEHOLD INFORMATION

Number of Children: Enter the number of dependent children living with the applicant who are under 18 years of age.

Names of Children: Enter the name of each child living with the applicant and their age.

Names/Relationships of Others in Household: Enter the names of all others living with the applicant and their relationship to her. This should include any children over 18 years old, partners, friends and/or other family members.

EMPLOYMENT/FINANCIAL INFORMATION

Employment Status: Check Yes or No indicating the applicant's present employment status.

Name of Employer: Enter the full name of the applicant's current employer.



Contact Person Name: Enter the name of the person who can verify the applicant's employment.

Address: Enter the full address and zip code of the applicant's employer.

Telephone Number: Enter the telephone including area code of the applicant's employer.

Fax Number: Enter the fax number including area code of the applicant's employer.

Your Position/Title: Enter the name of the applicant's job title.

Date of Employment: Enter the date the applicant started her current position. This date must include the month, day and year.

Not Employed: List the current actions and the result of each action the applicant has taken to become employed during the last six months.

Source of Income: Enter the names of all sources of income and the annual amounts received. This includes but is not limited to employment, Department of Public Welfare, child support, etc. This also includes income received by anyone living in the household that is in addition to the applicant's income source(s).

Please note the applicant must attach documentation of all income listed.

EDUCATION and/or TRAINING

School or other Self-Sufficiency: Check Yes or No indicating the applicant's participation in school or a self-sufficiency program.

Name of School or Organization: Enter the full name of the applicant's current school or self-sufficiency program.

Address: Enter the full address and zip code of the applicant's current school or self-sufficiency program.

Telephone Number: Enter the telephone including area code of the applicant's school or self-sufficiency program.



List Degree/Certificate and Major: Enter the applicant's highest degree obtained (GED, high school diploma, AA, BA/BS, etc.) and her major or the name of the self-sufficiency program.

Graduation/Completion Date: Enter the expected date the applicant is scheduled to complete her course study/self-sufficiency program or the date which she received her degree or completed the self-sufficiency program.

Please note the applicant must attach documents from her school or self-sufficiency program to verify her enrollment.

SPONSORING AGENCY INFORMATION

Name of Sponsoring Agency: Enter the full name of the applicant's sponsoring agency.

Address: Enter the full address and zip code of the applicant's sponsoring agency.

Contact Person: Enter the name of the contact person at the sponsoring agency who the Bartko Foundation may call regarding the application.

Telephone Number: Enter the telephone number including area code of the contact person at the sponsoring agency.

Fax Number: Enter the fax number including area code of the contact at the sponsoring agency.

Email: Enter the email address of the contact person at the sponsoring agency.

Web Address: Enter the web address of the sponsoring agency.

Please note the applicant must attach a letter from the sponsoring agency.

DESCRIPTION OF SELF-SUFFICIENCY PROJECT

Use separate pages to fully and completely answer the questions as indicated.

1. Enter the reason you are requesting this grant and what the grant will be used for specifically

2. Describe the actions you have taken on your own to pay for this self-sufficiency project.
3. Explain how this grant helps you to become self-sufficient.
4. Explain what other actions or steps you have taken to reach self-sufficiency.
5. Explain how you will know when you have become self-sufficient
6. Enter the career goal(s) you have set for yourself.
7. Describe what your dreams are for yourself and your family.
8. Explain the goals that you have set for your children.
9. List the name of the person or agency that referred you the Bartko Foundation.
10. Enter the amount of your personal money that you are using for this self-sufficiency project.
11. Check Yes or No. If yes, enter total amount the sponsoring agency is making towards the applicant's self-sufficiency project.
12. If you are taking out a loan to help pay the balance of the self-sufficiency project or are receiving a scholarship, enter total amount financed or received.
13. Enter the total amount of money that you are requesting from the Bartko Foundation for this self-sufficiency project.
14. Enter the total amount needed to complete the self-sufficiency project. This should equal the total of adding questions 10, 11, 12 and 13 together.

VENDOR INFORMATION

You must attach written documentation from the vendor/seller that verifies the total cost of your self-sufficiency project.



Name of Vendor/Seller: Enter the full name of the vendor or seller.

Contact Person: Enter the name of the contact person at the vendor/seller.

Address: Enter the full address and zip code of the vendor/seller.

Telephone Number: Enter the telephone including area code of the contact person at the vendor/seller.

Email: Enter the email address of the contact person for the vendor.