



## For Sponsor Agency

Bartko Foundation, a private non-profit organization whose mission is to invest in self-sufficiency projects of single minority mothers.

Following are details to consider in completing the application.

- We fund projects primarily for women who reside in southwestern Pennsylvania.
- The applicant must be a single minority mother (head of household) with at least one dependent child under the age of eighteen living with her.
- The applicant must be **currently** employed and/or attending school or other self-sufficiency program.
- The applicant must explain, in detail the current actions, and steps she is taking to achieve the self-sufficiency project for which she is requesting funding.
- Written documentation must be included with the application that verifies the total cost of the self-sufficiency project as well as the name, address, and telephone number where the applicant wishes to purchase the service or product.
- Applications for the purchase of a car must include a copy of the results from the applicant's application to the Ways to Work Program and Community Auto. Ways to Work Program may be contacted at 412-661-1670 x650 and Community Auto at 724-443-8300.
- We do not fund requests for the payment of outstanding debt such as, loans, credit cards, utilities, rent/mortgage, fines or other bills.

If you are acting as the sponsoring agency for the applicant, please be advised of the following:

- We ask that you provide a cover letter that includes: general information about your agency; a statement that verifies the applicant as a single minority mother; a description of how the agency provided assistance to the applicant; and the name and telephone number of a contact person.
- Applications which are incomplete or missing required documentation will be returned to you for completion.

- If funding is approved, a letter of approval, along with a service agreement will be mailed to you for your review and all appropriate signatures.
- Once the signed service agreement has been returned to the Foundation, a check will be made payable to the vendor(s) identified in the application. The check(s) will then be forwarded to you for release to the applicant or vendor.

If you are not acting as a sponsoring agency for the applicant, please advise the applicant that she must include 3 letters, from individuals unrelated to her, who can verify her status as a single minority mother with dependent children living with her. The above steps will then be completed directly with the applicant.

Please be advised that requests for funding may be declined for, but not limited to, the following reasons: they do not address the self-sufficiency goal listed in the application, the cost cannot be verified by an invoice or estimate on official letterhead, the lack of response to a request for additional information, the applicant has not sought or secured other funds to assist in completion of the project, or lack of availability of funds.

For applications that are considered complete, the time frame for processing and final funding determination is approximately four weeks.

Please be advised that the submission of an application to the Bartko Foundation does not guarantee funding.

Should you require additional information about the Bartko Foundation, please contact us at 412-371-1142 or [director@bartkofoundation.com](mailto:director@bartkofoundation.com).

Sincerely,

Carl Ellis Perkins  
Executive Director