

Behavioral Health Mini-Grants Required Documentation

Behavioral Health Mini-Grant applications are due on the 15th of each month by 5:00pm. If the 15th falls on a weekend or holiday, the applications will be collected by 5:00pm of the next business day.

Each Behavioral Health Mini-Grant application must have the required supporting documentation to be considered for funding.

All Grant Requests

Cost estimates

Cost estimate that describes the cost of the item(s) or service(s) being requested for funding. This cost estimate must include any shipping, delivery, or other costs associated with the request.

- Most mini-grant requests require a formal cost estimate prepared by a vendor to be considered. Types of requests that require a cost estimate:
 - Vehicle repairs
 - Bed and mattress purchases
 - Home furnishing purchases
 - Computer purchases
 - Home improvements or environmental modifications
 - Gym memberships
 - Equipment purchase (bicycle, gym equipment, tires, etc.)
 - Requests for education, training or other activities

- Types of requests that **do not** require a cost estimate from the vendor to be considered for funding:
 - Clothing purchases of up to \$500 for not specialized clothing
 - Household goods (cooking items, linens, etc.) up to \$750

Letters of Support

In general, letters of support are not required, but they can be helpful when the application is being considered, as the additional information about how the requested items or services tie will be of benefit to the individual.

However letters of support **are required** in the following cases:

- Requests for medical equipment or other medical needs – must have a letter from a licensed healthcare professional recommending the item or service requested.
- Requests for tools – must have a letter of support from an employer or vocational rehabilitation provider.

Many specific types of grant requests will require additional documentation to be considered for funding.

Dental Requests

- Cost estimate and treatment plan from the dental service provider.
- A separate statement to demonstrate that the dental service(s) requested are not covered or is partially covered by other funding sources, such as insurance, Medicaid, etc. If the requested service has been denied by another funding source, a copy of the denial letter must be attached.

Housing Assistance

- Recent rental lease or mortgage statement with terms.
- Relevant reminder notices (balances due, potential evictions).
- The individual's strategy for maintaining housing if awarded a Trust mini-grant.

Automobile Repairs

- Quote from a repair shop
- The year, make, model and odometer reading of the vehicle
- If the total repairs exceed \$2,500, the application must contain details on the source of the additional funding
- Copy of current driver's license
- Copy of current vehicle registration
- Copy of valid insurance for the vehicle

Home Repairs or Modifications

- Documentation of proof of ownership or written notification from a landlord approving the requested improvement/modification; and
- An explanation of who will perform the repairs or modifications, their relevant qualifications, and the projected timeline for completion.
- A cost estimate(s) for items/ services that includes shipping costs, if applicable; and
- summarize how additional expenses will be paid if the cost exceeds the requested grant amount.