

165 NC Hwy 56 E  
PO Box 774  
Louisburg, NC 27549



Tel: 919-497-0022  
Fax: 919-853-7112  
Website: [www.4jhc.org](http://www.4jhc.org)  
Email: [mack@4jhc.org](mailto:mack@4jhc.org)

To: Grant Applicants

Re: Application Instructions

Dear Applicant,

To apply for financial help from Jessica's Hope Chest, Inc. (a foundation for critically ill children), your social worker will need to work with you to complete and submit the following documents in order to verify income, payments, and/or other help you may already be receiving at this time:

1. Grant application
2. Financial form
3. Web release form
4. Monthly utility bills (a recent copy of each individual bill)
5. Insurance premium payment (a recent copy of each, if you have more than one policy)
6. Latest tax statement (Form 1040 or equivalent for each parent and any other adults living in the child's household)
7. Payroll stubs (2 most recent for each parent and any other adults living in the child's household).
8. Public assistance or government programs
9. \*Case summary by attending physician (Must be typed on physician's letterhead, signed by the physician, and include the child's diagnosis, prognosis, and plan for treatment. It must also explain if the child is critically ill as defined by JHC bylaws).
10. Synopsis of family life and description of child's medical condition (preferably written by one of the child's parents, but acceptable from social worker). See detailed description below.
11. Photographs of critically ill child (optional upon application, but at least 5 digital photos are required upon approval before grant will be issued).

\*We will need the original copy of the physician's letter and forms with original signatures. Copies of these documents will not be accepted.

All forms (items 1-3) must be filled out completely or they will not be accepted. Please use this list as a checklist as you prepare to submit your application materials. Please also be sure to read carefully our grant policies, available on our website, to better understand the grant application process. By signing and submitting application forms, you are acknowledging that you understand and will comply with all of our policies and bylaws associated with our children's grant program.

We ask for copies of tax statements (form 1040 or equivalent), vouchers from public assistance agencies and/or government programs, payroll stubs, and all bills to determine an accurate understanding of the situation. Our time is limited, and detailed investigations necessary because of incomplete application submissions may cause a significant delay in processing time or a complete refusal of application materials.

When completing the financial form, we ask for financial information of everyone living in the child's household; this includes any significant other of a child's parent, even if these individuals are not married or are not legal guardians of the applicant child.

Please note that while we now only accept applications through social workers, parents/guardians will also need to sign the forms. Our Grant Committee will not be able to evaluate your materials or consider a grant for your child unless all forms and supplemental documents are included. Any information provided to us will remain confidential and will not be shared with any other agency without written consent.

When returning the information to us, we ask that you include a short, personal synopsis of how your family's life has changed because of your child's illness, your child's medical condition, and just some 'fun facts' about your child (favorite activities, toys, etc.), and a hardcopy photo of your child. The synopsis, along with the other supplemental documents listed above, will help our Grant Committee have a holistic view of your situation and accurately determine the grant amount most appropriate.

Monthly financial aid through Jessica's Hope Chest, Inc. is available to all critically ill children, regardless of race, creed, religion or nationality. Though the inclusion of an initial photograph does not have a bearing on your chances of receiving a grant, these photos will assist us in fundraising activities so that we can continue helping critically ill children and their families. Photos will not be used on our website or any other materials until after approval of a grant, but sending them early on may help expedite the grant process.

If your child is approved for assistance by our board of directors, we will need additional pictures to post on our website. We like to post happy photos, but we require some photos of your child while in the hospital (if possible). This will enable us to build a web-page especially for your child. In total, we will need at least five (5) digital photos of your child. These photos must be emailed to [4jhc@msn.com](mailto:4jhc@msn.com).

Jessica's Hope Chest, Inc. is always ready to help families with critically ill children and shall do so as long as there are funds available. To help ensure that funds are always available, please ask your church, your employer, and your local civic organizations to start making donations to Jessica's Hope Chest, Inc. a regular part of their budgets. Every amount helps make a difference in children's lives.

Sincerely,

Mack Mahoney,  
President, JHC