

Grant Application Guidelines

Grant Request Policy

The Christopher Mensch Foundation is an organization dedicated to the needs of families in Bucks County with special children. The foundation assists families by providing equipment or home renovations that will provide recipient's with much needed assistance in performing everyday tasks that most people take for granted.

In order to qualify for foundation funds, the applicant should:

1. Be a resident of Bucks County
 2. Have been diagnosed as a severely mentally and physically handicapped child
 3. Own the residence for which the recipient is requesting funds for equipment and/or renovations to be installed or where the handicap accessible modifications will be performed
 4. Request a project that is financially and logistically within the foundation's capabilities. The foundation is rarely in a position to make a grant in excess of \$20,000 in any one year to a single project. Thus, the applicant should consider the monetary limitations when describing the equipment or handicap related facilities you would like the foundation to provide.
 5. Be willing to participate in foundation promotions via project pictures, media interviews, etc. as well as provide a follow-up letter to the foundation regarding the project funded by the foundation.
 6. Be willing to accept the responsibility of submitting and obtaining any building permits required from the appropriate township office (if necessary)
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Applicant Information

In order to be considered for a grant, the applicant must provide the following information regarding the potential recipient.

Name of Potential Recipient	
Street Address	
City State ZIP	
Home Phone	
Date of Birth	
Recipient's Parents or Guardian Names	

Qualifications

What is the Medical Diagnosis of the Child (please be specific):

How did you find out about the Christopher Mensch Foundation?

Do you own or rent the residence under consideration for the project? (please circle)

OWN

RENT

OTHER (If other, please explain below)

Please describe the equipment or handicap related facilities you would like the foundation to provide for the recipient. In addition to the description below, in order for the foundation to approve the funds, the applicant must provide at least two estimates or quotations for the desired equipment or project. Please attach copies of the estimates with your application.

Recipient Approval Process

The foundation's Board of Directors will review each application and select the leading candidate that best fits the foundations charitable objectives. Once identified, a foundation representative will contact the recipient to commence the approval process. The approval process is as follows:

Personal interview and home visit

Recipient request, including estimate/quote supplied by recipient, is further reviewed by the Foundation Board of Directors

Fund reimbursement grant is approved by foundation Board of Directors

Reimbursement Process

In order to obtain the funds allocated for the recipient's project, the recipient's guardian must adhere to the following approval process:

Recipient submits project receipts/invoices for foundation review

Foundation representative arrives onsite to validate work performed or equipment provided

Check provided to recipient for expense reimbursement

Note: Reimbursement will only be provided for the total amount approved by the foundation. Any expenses above and beyond this allocation are the responsibility of the recipient's guardian.

Application Submittal

To be considered as a recipient of the Christopher Mensch Foundation, please complete this application, provide any related documents (if appropriate), and mail it to the following address:

Christopher Mensch Foundation
C/O Patricia Mensch
P.O. Box 1075
Levittown, PA 19057

Once the application is received, it will be submitted to the Board of Directors for review. The Board of Directors meets twice a year to review applicants and select a recipient. Once selected, the recipient must pass the above approval process before any funds are allocated. The approval to proceed with any allocation of funds to a recipient's project is at the sole discretion of the foundation's Board of Directors.

All application information and other documents will be kept confidential.

Thank you for completing this application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and agree to comply with the terms outlined in this application. I understand that if I am accepted as a recipient, any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate disqualification of this request.

Print Name(s)	Signature(s)	Date