

## Adoption Grant Program 3 Step Reference Guide

### Step 1: Support & Inform

- 1) Support and inform:
  - a) Review the *Adoption Grant Agreement* carefully with the prospective parent (s) so they understand and are comfortable with all of their pre & post-adoption grant requirements.
  - b) Discuss and determine the amount of the *Adoption Grant* you will award the family.
  - c) Request potential families to visit [www.brittanyshope.org](http://www.brittanyshope.org) to learn more about their requirements of receiving an *Adoption Grant*; encourage families to decline the grant if they feel they will be unable to meet their responsibility of raising the necessary supporting funds.
  - d) Direct them to the “**Grant Recipient Login**” page
  - e) Provide Username: **recipient** & Password: **hope** – *case sensitive*

### Step 2: Submitting E-Matches

- 1) Online Submissions:
  - a) **Complete** a separate E-Match for *EACH* child, **unless they are a SIBLING group or two or more unrelated children being adopted together**
  - b) Submit original SIGNED & NOTARIZED *Adoption Grant Agreement*

### Step 3: Receiving Grant Money

- 1) Brittany's Hope will notify the adoption agency when a family has met their grant fundraising goal
- 2) Submit Online or via Email:
  - a) A [grant invoice](#) to “**Brittany's Hope**” on your agency's letterhead to include:
    - i) Child's full name, gender, date of birth, & country of birth
    - ii) Family's full name & mailing address
    - iii) Total amount of awarded grant – **amount to be paid per fundraising requirements**
  - b) [Family fee statement](#) which lists a family's incurred adoption fees