Preparing Your Curriculum Grant Application

Because we offer Curriculum Grants to families in all 50 states and territories, we ask for a variety of documentation to be able to verify that families are homeschooling and meet the grant eligibility criteria.

Below are the documentation and information you will want to have on hand for your application.

STOP Before proceeding, make sure you have read through the qualifications to apply on the article "How to Apply for a Curriculum Grant". If you have questions about your eligibility, email our office at compassioninfo@hslda.org or call us at 540-338-8688.

Funding Request

It is always our desire to fund as much of your request as we are able. **Grants are typically a few hundred dollars per homeschooled child** of compulsory school age (6-19 years old).

The amount we can offer you is meant to *assist* and may not necessarily cover the amount that you request on your application.

Curriculum Grants primarily cover **core subjects** (i.e., English, math, science, social studies, and foreign language) **and/or addressing special learning needs**. Therefore:

- Grants should be used primarily for classes, books, materials that support the core curriculum, special needs testing, educational therapies, and materials for children with special needs.
- Requests must NOT be for **ONLY** technology. Technology may be PART of the materials towards which your grant is applied.
- School furniture and household items are **NOT** covered.

The application will ask you to list the eligible items you either plan to use your grant to purchase or have purchased in the past few months. List them by publisher name (e.g., Alpha Omega, etc.), vendor (e.g., Iowa Testing, etc.), and/or program (e.g., Classical Conversations, etc.), and the corresponding amount.

- You will NOT need to itemize collections of items such as reading lists, school supplies, and additional fees (e.g., it is fine to list "school supplies, $50" without itemizing the school supplies).
- You will NOT need to list items by child and/or grade.
- You MAY use your grant to purchase other items besides just those listed on your application, but your grant administrator may be able to provide you with special discounts or free materials based on what you list in your funding request.
- **You MAY use your grant to reimburse yourself for purchases made up to 6 months before receiving your grant check.** However, if purchasing items before receiving your grant, please note that funding is NOT guaranteed until your application is approved and be sure to keep your receipts! We will send instructions with your grant check on how to submit ALL receipts documenting grant usage within

60 days of receiving your grant and how to notify us if you need an extension to assemble all receipts.

Keep the following parameters in mind as you enter your request on the application:

- **At least 50%** of your final grant will need to be used for core curriculum books, materials, courses, online classes, co-op fees, and tuition, or for items pertaining to children's special needs.
- **Up to 60%** of your final grant may be used for technology—computer, laptop, tablet, printer, printer ink, or other approved educational technology.

Documents you will need to upload to the application

We recommend you have the following documents in an electronic format **before** beginning your application.

Using your phone to take pictures of paper documents is fine so long as the image is clear and the document is readable.

Each file must NOT exceed 5MB, and your total attachments must NOT exceed 35MB.

- **Evidence of Homeschooling.** You must provide **one** of the following:
  - Dated receipt that you submitted your notice of intent to homeschool
  - Dated receipt of your letter of withdrawal from school
  - Dated receipt of your letter of religious exemption
  - Dated receipt of your application for approval of homeschool
  - Official letter from the leader of your homeschool co-op or support group on letterhead (e.g., Classical Conversations, local co-op, umbrella school, etc.)
  - End of year assessment test results for each child
  - Current report card or transcript for each child **AND** your teacher record and/or planning book (show a month's schedule for each child)

- **Financial Documentation.** You must provide the following information as it pertains to your current household income and financial situation:
  - Copy of IRS Form 1040 (first 2 pages only) from your recently filed income tax return if you were required to file
  - One month of current paystubs*
  - Social Security statements for survivor's benefits or disability (including children's benefits)
  - Food stamps and housing assistance benefit letters
  - Child support or alimony documentation
  - Student aid loans
  - Any other forms of financial support or benefits
  - Any other forms of current income, including letters of church/pastoral or parental support

 ***If you do not have paystubs and are self-employed**, submit one (1) of the following:

- ledger which you keep for your records
- 3 bank statements that show average monthly deposits
- QuickBooks/Microsoft Excel sheets

- any other form/record which you use to keep track of your profit and loss

Other documents the application may ask you to upload

The following only apply to certain families. We request these documents because we may be able to grant more of your funding request if we have supporting documentation of your situation.

- **Special Needs Diagnosis (if applicable)**

If you are requesting special needs curriculum or therapy for your child(ren), please provide a letter or statement from a medical professional, detailing his/her diagnosis. (Do not send the whole document, only the page with the diagnosis.) If a diagnosis is not available, please provide a **statement of observation,** explaining the reason(s) your child(ren) would benefit from testing or evaluation.

- **Spouse's Death Certificate (if applicable)**

If you are a widow or widower, applying for the first time, please provide your spouse's death certificate.

- **Military Status (if applicable)**

If you are in the military, please provide documentation showing your current military status as indicated on your application.

Other information to have on hand while filling out the application

References. Gather the following information for your two character references:

- Full name
- Home address
- Phone number
- Email address (make sure that it is current and working—and please type carefully, as a typo will necessarily cause a delay in processing your application)
- Relationship to you (cannot be related to you or your children by birth or marriage)
- Local (does not live at your address, but lives less than 90 minutes from you)
- From two separate households (e.g., may not be husband and wife of the same family)
- Familiar with your general circumstances
- NOT a recent grant applicant

Starting Your Application

Once you have ascertained that you qualify to apply and have gathered your documentation and information, you are ready to start your application!

Filling out the application will take **approximately one hour.**

We recommend using **Chrome and NOT Safari** as your browser when filling out the application.

If you encounter any issues while completing the application, **clear your browser's cache** and retry.

Let one of our grant administrators know if you have any questions while filling out the application by contacting compassioninfo@hslda.org or 540-338-8688.