



## How to Apply for Partnership

**You must be a Recovery Circles Foundation Partner to be considered for a grant.**

### 1. Ensure that you meet Recovery Circles Criteria:

- **Who We Fund:** Recovery Circles Foundation, Inc. makes grants that provide services in the area of mental health.
- **Where We Fund:** Grants are limited to the United States
- **What We Fund:** Grants are made to serve as a resource for continuing recovery of individuals who have completed the first phase of treatment for mental or emotional disorders and associated addictions, and do not have the financial means to continue with the second phase (i.e. aftercare).

### 2. Download and complete a copy of the Recovery Circles Foundation Partnership Application Form

### 3. Prepare a Letter of Inquiry to include

1. Mission
2. Services
3. Strengths and accomplishments
4. Staffing
5. Financials
6. Board of Directors
7. Budget plan for use of funds (project yield budget-12-month projection)

### 4. Fax or email the completed Partnership Application Form and letter of inquiry to:

..... Kathleen Ford  
[rcfound02@aol.com](mailto:rcfound02@aol.com)  
FAX: 866-708-1432

The Board of Directors for Recovery Circles will formally consider and review your application once this information is submitted. We will respond with a decision as quickly as possible and no later than 21 days from receipt of completed application packet.

***If you have questions please call 239-390-3586 or e-mail us at [info@rcirclesfoundation.org](mailto:info@rcirclesfoundation.org)  
Thank you for your interest and support.***