



## How to Apply for a Grant

**You must be a Recovery Circles Foundation Partner in order to apply for a grant.**

**1. Ensure that your request for a grant is within Recovery Circles giving guidelines. Grantee Characteristics:**

Individual Grant

- Male or female 18 and older
- Annual income of \$45,000 or below individual or combined (Obtaining proof of eligibility and W2 forms is the responsibility of the organization/facility)
- In initial treatment or transitioning into continuing recovery plan such as after care treatment programs/workshops, etc.

Block Grant

- Must be educational or programmatic in nature (aftercare program, workshop for patients or professionals in the mental health field)

**2. Download and complete a copy of the Recovery Circles Foundation Grant Application Form**

**3. Include the following grant request information with the Grant Application Form:**

**Purpose of Grant:** (please limit to 1-2 pages)

- Includes:
  1. Recommendation by counselor
  2. Recovery plan – likelihood of success (attitude, commitment, perseverance)
- Describes:
  1. Opportunity, problem, issue, or need that your request for funds addresses
  2. Specific activities for which you are seeking funding
  3. Overall goals and objectives for use of funds
  4. Timetable for funds requested
  5. How success and effectiveness will be measured

**4. Fax or email the completed Grant Application Form and grant request information to:**

Ellen Delordo  
[edelordo@yahoo.com](mailto:edelordo@yahoo.com)  
FAX: 630-964-7355

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 14 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.***