O'Brate Foundation

Immediate Needs Assistance

Open January-November

The Application closes at 11:59 pm CST on December 1st each year

The O'Brate Foundation will consider, on an individual basis, addressing short-term immediate needs for young adults (ages 17-25) if no other resources are available in the State of Kansas.

Areas of Assistance

- Food
- Rent Assistance
- Utilities
- Clothing

The Average review time of an Immediate Needs Application once it has been submitted is 1 to 2 Weeks.

Eligibility Criteria:

- Financial Need
- Age 17 to 25
- 2.5 GPA or Higher if attending high school/college
- Currently living in the State of Kansas
- Work Experience & Continued Commitment to Work
- Drive & Determination to Succeed

Adult Sponsor:

Examples: Teacher, Counselor, Case Worker, Pastor, etc.

Start the Application: *The O'Brate Foundation Immediate Needs Application must be* ***STARTED*** *by an* ***ADULT SPONSOR****. Please contact us in order to acquire access.*

1. **Immediate Needs Assistance Form:** Enter your name & contact Information.
2. **Statement of Need:** Summarize the following—Statement of Need, Statement of Solution, Estimated Amount of Assistance, and a few other short-answer questions.
3. **Add Collaborator:** Follow instructions to ADD the youth to the App. Once the youth clicks the LINK in the EMAIL, which this process triggers, then he/she may LOG IN to SM Apply > Click CONTINUE > LOG OUT, then you may complete the next task.
4. **Transfer Ownership:** Once the youth has clicked the collaboration email link & Logged In to SM Apply, the MAKE OWNER option will appear. Follow directions to transfer app ownership.

Youth:

Between the Ages of 17-25

Continue the Application: *Once the Adult finishes* ***STEP 3*** *an email will auto-generate from SM Apply to the youth with a link to "collaborate" on the Immediate Needs App.*

- *The youth should Click the Link & Log In/Register depending if he/she is a Returning or New User.*
- *Next, the youth should simply enter into the Immediate Needs App > Click CONTINUE > Log Out.*
- *Once the Adult Sponsor finishes* ***STEP 4****, the Youth should COMPLETE the remaining Task-Lines & SUBMIT.*

5. **Personal Information of Youth:** Enter name & address information, and complete answers to a few short demographic questions.
6. **Immediate Needs Essay—Youth:** Write a 200-1000 word essay explaining why you need assistance from the O'Brate Foundation. Please include how the foundation's assistance will make a difference in your life & what your goals/plans are for the future.
7. **Verification of Financial Need:** Please attach a PDF version of Free/Reduced Meal Program Approval, most recent Tax Return, or the FAFSA Summary to serve as Proof of Income.

Attachments: *This is an OPTIONAL Application Task -Line available for the upload of supporting documents (e.g. Utilities Statements, Lease Agreements, Snap Applications, etc...). In addition, prior to, or following the INTERVIEW with the Youth, O'Brate Staff may require further documentation to support pending assistance.*

Contact Us

PO Box 1271, Garden City, KS 67846

1.620.277.7831 1.877.511.3057

submissions@obratefoundation.org

8. **W-9:** Please upload a completed W-9 (be sure to SIGN & DATE). *A blank W-9 form can be downloaded under the W-9 task-line. Items in the form that should be completed are highlighted.*

SUBMIT

Once ALL Task-Lines show as **COMPLETE** w/ green checks the youth should click **SUBMIT.**

The Youth will receive a ***request for an interview, or notification of denial*** *within* ***two weeks*** *of application submission.*

IMPORTANT: If STEP 4 was NOT completed correctly, the SUMISSION BUTTON will NOT ACTIVATE.