



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

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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.

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 SUBMISSION BUTTON will NOT ACTIVATE.