

## *Helping Hands* Grant Application Guidelines

The Cutty Legacy Foundation/TCLF, developed in 2001 as a separately incorporated, wholly owned subsidiary of The Centers for Habilitation/TCH, strives to enhance the quality of life for Arizonans with disabilities while promoting their independence and self-determination. TCLF established the *Helping Hands Fund* to provide grant dollars to individuals and families who may not be eligible for funding through the AZ Department of Economic Security/Division of Developmental Disabilities and yet still desperately need medical treatment, equipment or supplies to live more satisfying lives.

### **Application Procedure**

All applications must be accompanied by a cover letter signed by the applicant. The application must include the following:

1. Name, mailing address, telephone number, email address, amount of request and description of use of funds.
2. A statement describing the need and expected results/changes to quality of life if need is met.
3. A list of other attempts for funding and documentation of denial or request pending. E.G. ACCCHS or private insurance
4. A statement stipulating that no portion of the grant will be used to compensate professional fundraisers.
5. A copy of most recent tax return.

### **Application Review**

The Cutty Legacy Foundation's Board of Trustees meets quarterly to consider and take final action on pending applications for grants. For more urgent or immediate needs, applications may be reviewed via electronic mail. Communications with individual trustees of the Foundation will not be of assistance to the applicant and are discouraged. The deliberations of the Board include an analysis of each application in terms of the following criteria:

1. The completeness, accuracy and credibility of the application.
2. The seriousness of the current specific need.
3. Whether the grant will make a significant difference to the quality of life for the individual in need.

4. The reasonableness of the budget for the services including assurances as to the availability of the requisite funds to the extent that they are not to be furnished by the proposed grant.
5. The representation that an experienced and competent individual will carry out efficient and economical management.
6. The assurance that the investment is warranted when compared with alternatives available for use of the same funds.

**Note:**

Funds available through the *Helping Hands Fund* are limited. The Cutty Legacy Foundation is particularly interested in funding individuals or families who:

- Have been diagnosed with chronic disease or disability.
- Have medical needs that are not covered by current insurance.
- Are not eligible for funding from the AZ DES/DDD.
- Are residents of Arizona.

**Grant Application Submissions**

All applications are to be submitted to:

**The Cutty Legacy Foundation**  
***Helping Hands Committee***  
C/o Dave Cutty, President/CEO  
215 West Lodge Drive  
Tempe AZ 85283

Questions regarding the application process and time line can be directed to:

**Melia Dunn**  
Executive Director  
The Cutty Legacy Foundation  
480-730-4142  
meliadunn@tch-az.com