



2024 FAMILY ASSISTANCE PROGRAM APPLICATION INSTRUCTIONS

As an applicant of the Feeding Matters 2024 Family Assistance Program, you will be required to share multiple documents and confidential information in order to submit. Please use this guide to help you in completing the application in full and with accuracy. Applications can be filled out using a smartphone, iPad, tablet, laptop or computer.

As a reminder, applications must be submitted by **11:59pm ET on Friday, October 11th, 2024**. Incomplete applications will not be accepted.

We recommend you download all the templates shared in Question 1, also listed here:

- **Letter from a Pediatrician or Primary Care Doctor:** This is a document that will need to be completed and signed by your child's pediatrician.
- **Personal Statement:** You, the applicant, completes this. Please share with us a bit of your feeding journey and how this money can help your child.
- **Letter from Family Member, Friend, Caregiver, or School Personnel:** This must be completed by someone other than the applicant.
- **Spending Plan:** You, the applicant completes this. Please outline how you plan to use the \$1000 if awarded. Please review the list of items that are acceptable. You may not use the funds for reimbursement.
- **Federal Income Tax:** Please share your W9 tax form from 2023. **You must redact (black out) all social security numbers.** If you do not have a current W9, please contact Heidi at hvandermolten@feedingmatters.org and she will send you an alternate form.
- **Picture of your child:** Please include a photo in jpg format.

All these documents are "fillable", meaning they can be directly typed into. When you have each of these items completed, **save them as a PDF**. For each template, please title as follows: your child's First name and first initial of Last name, followed by the underscore symbol and template name. (Example: JackP_Personal Statement).



You are now ready to fill out the application. Please read each question carefully and answer all required questions. When you get to the section that requires you to upload the documents, you can click inside the gray box to upload the files, or you can drag and drop the file into the box. Please double check that you're applying the correct document where requested and wait for the documents to upload fully before trying to submit the form.

In the last section (Questions 33-35) that requires your signature, please use your mouse if using a computer, use a stylus or your finger if using a smart device to sign your name as you would a pen on paper. For each signature, select "Done" underneath the box. You can also select "Clear" if you'd like to erase and try again. When you see the "Done" button fade, you can move on to the next signature.

Once all signatures are applied, you'll reach the end of the form. Please review the answers and check that all applicable documents and signatures are in place. When you're ready, select "Submit."

You will see a screen with a paper airplane that says "Thank you. Your form has been submitted." As there is no way to keep a copy of your application, we recommend you write down any notes you may want to remember. You can expect to hear back from Feeding Matters after November 1st. Phone calls will be made to those selected and all other applicants will receive an email.

Thank you for applying and we wish you all the best.