



Homeless Children's Education Fund (HCEF)
Emergency Education Fund
Instructions and Application

The Emergency Education Fund provides funding of up to \$500 for young people up to age 24 who are currently in a homeless situation and who have an unexpected, immediate need preventing access to or completion of educational, extracurricular, or career-related activities.

Eligibility Criteria

- Age 24 or younger
- Currently residing in Allegheny County
- Currently experiencing homelessness (defined as lacking a fixed, regular, and adequate night-time residence, including living in a shelter, car, motel, doubled-up situation, places not meant for human habitation, or lacking permanent housing)
- Have an unexpected, immediate need preventing access to or completion of educational, extracurricular, or career-related activities.

Allowable Expenses

[See chart on right.] If your request is a non-emergency need or is covered by other funding sources in the community, HCEF may request that they first be exhausted. See our list of community resources and funding. Please also note that HCEF also offers an annual award to first-time students of higher education or career training. The application can be found at www.homelessfund.org/hope.

What We Fund	What We DO NOT Fund
<i>Emergency educational expenses such as:</i>	<i>Non-educational or non-emergency needs such as:</i>
Post-secondary tuition and school back-fees (i.e. student has account dues preventing him from registering for classes)	Private school tuition
Transportation to educational activities, job interviews, or college visits	General transportation needs (for non-educational purposes; i.e. to doctor's appointments, jobs, etc.)
Course materials and expenses (textbooks purchases/rentals, equipment, exam fees, etc.)	Meals, groceries, clothing, or personal items
Fees, equipment, etc. to prevent interruptions from extracurricular or summer camp activities (i.e. student currently enrolled in a dance class needs a uniform to participate in an upcoming recital)	New registration for extracurricular or summer camp activities (i.e. student wants to sign up for an activity for the first time or a new season)
	Furniture, appliances, or technology
	Utility bills (electric, gas, water, etc.) and nonessential bills (cable, phone, internet, etc.)
	Rental assistance or housing expenses

Application Requirements

- Completed and signed application form demonstrating emergency need and explaining how the funding will remove a barrier to accessing or completing your (or your child's) education, extracurricular activity, or career-related activity.
- Third party (e.g. social worker, homeless housing provider) letter of verification confirming homeless status on official letterhead.
- For higher education or career training requests, proof of enrollment or acceptance (e.g. transcript, letter of acceptance)

Submission and Selection

Applications are accepted on a rolling basis. Recipients will be selected based on need and availability of funds.

- Applications for youth under the age of 18 must be filled out by a guardian, with the exception of unaccompanied youth.
- If you are applying for multiple children within one family, please fill out Page 2 for each child, and submit all pages together as one packet. There is a \$500 maximum per child.
- Completed applications can be emailed or mailed (no staples, please) to: Krystle Morrison, Homeless Children's Education Fund, 2020 Smallman Street, Pittsburgh, PA 15222.
- Payment will be issued to the applicable vendor (e.g. Port Authority, Amazon). **We cannot provide payment directly to the applicant.** Payments via check will be processed within two weeks.
- Approved applicants will be contacted before the vendor is paid.
- Note that the Homeless Children's Education Fund may need to identify itself by name to the vendor.
- The vendor must provide a receipt within thirty days.
- Recipients may be sent a survey after receiving the grant.
- Funding is available on a limited basis. If you have received funding in the past, contact us to determine your eligibility.

Name of guardian (if applicant is under 18): _____

Contact information:

Mailing address: _____

City: _____ State: _____ Zip: _____

Email address: _____ Phone: _____

Best contact method: Email Phone

Describe your current housing/living situation. (Attach additional pages if needed.)

How did you find out about this grant? (Check all that apply.)

- Online search School
 Housing or service provider (Specify: _____) Friend or family member
 "Hope Through Learning Award" higher education award Other (Specify: _____)

(If you are filling out an application for multiple children in the same family, please fill out Page 2 for each child.)

Name of youth applicant: _____ **Age:** _____

Youth applicant's current level of education:

- Early childhood program or pre-k Middle school or high school Higher education or career training
 Elementary school Graduated or received GED Other (Specify: _____)

(If applying for funding related to higher education or career training):

School/Institution: _____

Start date: _____ Anticipated graduation date: _____ Area of study: _____

What will you (or your child) be using the funding for? (Attach additional pages if needed.)

Explain how the funding will remove a barrier to accessing or completing your (or your child's) education, extracurricular activity, or career-related activity. (Attach additional pages if needed.)

Amount requested (\$500 maximum): _____

Item description	Vendor	Amount	Payment method	Mailing address (for check)*, website URL (for online purchase)**, or phone number (for payment over the phone)	Notes (e.g. product model, account number, payment due date, membership dates)
			<input type="checkbox"/> Check <input type="checkbox"/> Online <input type="checkbox"/> Phone		
			<input type="checkbox"/> Check <input type="checkbox"/> Online <input type="checkbox"/> Phone		

*If available, include a copy of the invoice to be mailed with the check. Checks will be processed within three weeks.

**Amazon Wish Lists and TinyURLs are encouraged for online purchases.

If more than three vendors are involved, please attach additional pages.

Signature of youth applicant (if over 18 or unaccompanied youth) or signature of guardian (if under 18):

I certify that all information included in this application is accurate, complete, and solely my own. I understand that any misrepresentation, plagiarism, or false information is grounds for disqualification or grant revocation.

Printed full name: _____

Signature: _____ Date: _____

HCEF prohibits its board, staff, or other designees from sharing identifying information about applicants or recipients outside the scope of the program. HCEF may use identifying information with and/or request additional information from vendors listed by the applicant. HCEF may use anonymous information (such as short-answer excerpts) to promote and publicize the program within the community. Please note that HCEF may stay in touch with applicants.