

KEYS TO SUCCESS GUIDELINES WITHIN AFFCF'S GENERAL AWARDS PROGRAM

You must **ALWAYS** submit an application and wait to receive the congratulations e-mail approving the request before making any purchase. If anything is paid for prior to receiving approval, AFFCF cannot consider funding or reimbursing.

AFFCF Awards Database: <http://affcf.knack.com/awards>

Submitting an application is not receiving approval for a request. **Fast-tracked** means that the application does not have to go to AFFCF's committee for its review. However, you must still provide documentation that displays what is being requested and the exact cost of the request and wait to receive the congratulations e-mail approving the request.

Request Category	Funding Level	Requirements/Notes
Activities – Classes/Lessons	\$125 per month maximum	Documentation is required beforehand. AFFCF can consider funding 1, 2, or up to 3 months at a time.
Apartment/Dorm Set-Up	\$400 (Apartment) \$400 (Dorm)	Documentation is required beforehand. List of items the youth would like to purchase and the expected cost of each individual item. Any AFFCF shower recipient would be ineligible. One-time only award. Once approved, AFFCF will get a gift card to that store for the youth.
Bank Account	\$25	No documentation required beforehand. Restricted to youth in AFFCF's Keys to Success. Check payable to youth to open bank account
Bicycle and Helmet/Lock	<u>Ages 14+:</u> \$250 for bike + \$50 for helmet/lock = \$300 total	No documentation required beforehand. Restricted to youth in AFFCF's Keys to Success. AFFCF can only consider funding one request out of the category of Bikes, Electric Scooters, Scooters, Skateboards, and Skates per 2-year period per child. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Books	\$50 maximum	No documentation required beforehand. One time per year. AFFCF would only process one reimbursement so all the receipt purchases of the books would have to be provided to AFFCF at one time. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Bus Pass	\$64 maximum to be fast-tracked 19 + \$32 for ages 18 and under	Documentation is required beforehand. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Camp	\$425 maximum	Documentation is required beforehand. AFFCF can only consider one request for camp per child per year.
Car Seats	\$125 maximum	No documentation required beforehand. Restricted to youth in a kinship placement. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Career Materials	\$100	Documentation is required beforehand. Restricted to youth in KTS. Documentation showing what career materials the youth needs to launch their career. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Cell Phone and Minutes	\$310 maximum to be fast-tracked (\$110 maximum for the phone itself and 3 phone cards for up to \$40 each)	No documentation required beforehand. Restricted to youth in AFFCF's Keys to Success. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
CPR/First Aid	\$40 maximum to be fast-tracked	Documentation is required beforehand. If the cost is

Training		more than \$40, it must be sent to the review committee.
Driver's Education	\$654 maximum to be fast-tracked \$704 Max for Pima County	Documentation is required beforehand. . Restricted to youth in AFFCF's Keys to Success. The youth must be able to get insurance and obtain their driver's license shortly after completion of the program.
Driver's License	25	Documentation is required beforehand. . Restricted to youth in AFFCF's Keys to Success. If the cost is more than 25, it must be sent to the review committee.
Driver's Permit	\$7 maximum to be fast-tracked	Documentation is required beforehand. . Restricted to youth in AFFCF's Keys to Success. If the cost is more than \$7, it must be sent to the review committee.
Dual Enrollment		Dual enrollment for high school youth to earn college credit for their college-level high school courses. This type of request is on a per-semester basis so a new application must be submitted for each semester.
Electric Scooter and Helmet/Pads	<u>Ages 16+</u> : \$300 for electric scooter + \$50 for helmet/lock = \$350 total	No documentation required beforehand. . Restricted to youth in AFFCF's Keys to Success. AFFCF can only consider funding one request out of the category of Bikes, Electric Scooters, Scooters, Skateboards, and Skates per 2-year period per child. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Ethnic Hair Care	\$100 maximum per month	Documentation is required beforehand. AFFCF can consider funding hair care for natural hair styles, braids, extensions and protective hair styles, (such as straw sets, twists, etc.). If the requested services are being sought from an individual rather than a business, then AFFCF needs to receive a w9 for tax purposes.
Finger Print Clearance Card	\$109	Documentation is required beforehand showing the Cost of the Fingerprint clearance card. Restricted to youth in AFFCF's Keys to Success.
Food Handlers Card	\$14 maximum to be fast-tracked	Documentation is required beforehand. If the cost is more than \$14, it must be sent to the review committee.
GED Program/Test	\$41 maximum per test to be fast-tracked	Documentation is required beforehand. AFFCF considers the funding limit for GED testing on an individual basis.
Graduation Expenses	\$250 maximum for class ring	Documentation is required beforehand. The State funds a maximum of \$220 for graduation expenses (cap, gown, class ring, yearbook, etc.). AFFCF can only consider funding graduation expenses if the \$220 State maximum has been completely utilized.
High Chair	\$50 maximum	No documentation required beforehand. Restricted to youth in a kinship placement. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
High School Program Fees		Documentation is required beforehand. Trade/vocational program fees for youth who are still in high school. A program fee for a youth who has already graduated high school or received their GED is not eligible for this type of request—instead, they would need to fill out an AFFCF Post-Secondary Scholarship application. This type of request is for an academic year so a new application must be submitted for each academic year. If it is a two-year program, progress reports or grades also need to be

		provided to receive additional assistance.
Interview-Related Expenses	\$350 maximum	No documentation required beforehand. Restricted to youth in AFFCF's Keys to Success. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Laptops	\$400 Maximum per youth in KTS	No documentation required beforehand. Restricted to youth in AFFCF's Keys to Success. When approved for this one-time only award, AFFCF will purchase a standard laptop (still to be determined) to provide to the youth. For any other current ward of the court in Arizona, AFFCF cannot fund a request for any type of electronics, but we can provide a donated, refurbished laptop—if available.
Music Instrument Purchases		Documentation is required beforehand. AFFCF can only consider funding the cost of an instrument purchase if the youth has been participating in lessons for at least a year—whether the lessons are funded by AFFCF or not.
Music Instrument Rental	\$375 maximum for three months	Documentation is required beforehand. AFFCF can consider funding an instrument rental for 1, 2, or up to 3 months at a time. Once the initial application is funded, renewals can also be submitted for a maximum of up to 3 months at a time—as long as the child remains a current ward of the court in Arizona and wishes to continue.
Optical Expenses		Documentation is required beforehand. The State funds glasses. AFFCF can consider funding if the State will not fund. Contacts can be considered if there's a special need.
Orthodontia	(Smiles Change Lives investment fee only)	Documentation is required beforehand showing the youth has been accepted into Smiles Change Lives. Although AFFCF cannot fund orthodontia, there is a program called Smiles Change Lives that is a potential resource if the youth meets their requirements. If Smiles Change Lives accepts the youth, AFFCF can consider helping with the \$650 investment fee for the youth.
Prom-Related Expenses	\$350 maximum	No documentation required beforehand for prom-related expenses. Prom tickets is a separate type of request that would necessitate a separate application along with documentation required beforehand. A request for prom-related expenses can cover clothing, makeup, hair, flowers, limo rental, etc. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
School Field Trips	\$450 maximum	Documentation is required beforehand.
School Pictures	\$200 maximum for senior pictures \$50 maximum for school pictures	Documentation is required beforehand.
School Yearbook	\$75 maximum	Documentation is required beforehand.
Scooter, Skateboard, or Skates and Helmet/Pads	<u>Scooters</u> : \$100 for scooter + \$50 for helmet/pads = \$150 total <u>Skates</u> : \$100 for skates + \$50 for helmet/pads = \$150 total <u>Skateboards</u> : \$100 for skateboard + \$50	No documentation required beforehand. AFFCF can only consider funding one request out of the category of Bikes, Electric Scooters, Scooters, Skateboards, and Skates per 2-year period per child. Once approved, a congratulations e-mail will be sent so then the purchase can be made and

	for helmet/pads = \$150 total	receipts provided for reimbursement.
Security Guard Card	<u>\$125</u>	Documentation is required beforehand showing the cost of the Security Guard card.
Special Event Clothing	\$100 maximum	No documentation required beforehand. The maximum AFFCF can consider funding for special event/occasion clothing (8th grade graduation, quinceañera, etc.) is up to \$100, which includes shoes and clothing. Once approved, AFFCF sends a congratulations e-mail to notify the applicant that the request has been approved and for what amount so the purchase can be made and the receipt mailed to AFFCF for reimbursement.
Sports Equipment	\$200 maximum for equipment (includes \$100 maximum for shoes)	No documentation required beforehand. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Sports Registration	\$375 for three months	Documentation is required beforehand. AFFCF can fund a specific class or activity such as baseball, basketball, football, soccer, etc. Equipment is a separate type of request that would necessitate a separate application.
State ID	\$12 maximum to be fast-tracked	Documentation is required beforehand. If the cost is more than \$12, it must be sent to the review committee.
Stroller	\$100 maximum	No documentation required beforehand. Restricted to youth in a kinship placement. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Summer School		Documentation is required beforehand. The State funds a maximum of \$165 for summer school/intersession courses. AFFCF can only consider funding summer school if the \$165 State maximum has been completely utilized.
Supplemental Clothing	\$250 maximum	No documentation required beforehand. One time per year. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Theme Park Admission – In Arizona	\$50 maximum	No documentation required beforehand. One time per year. Any type of theme park or attraction (such as the zoo, aquarium, waterparks, museums, etc.) within Arizona would apply. Outings such as concerts or sporting events would not apply. AFFCF can only consider funding the child's admission. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Theme Park Admission – Out of State	\$225 maximum	No documentation required beforehand. One time per year. The theme park must be outside of Arizona as local parks or attractions inside Arizona do not apply for this type of request. Once approved, a congratulations e-mail will be sent so then the purchase can be made and receipts provided for reimbursement.
Transcripts	\$7	Documentation is required beforehand showing the cost of transcripts
Tutoring Services	\$400 maximum for 1 month	Documentation is required beforehand. On the initial application, a caregiver only needs to provide documentation from the vendor that displays the cost of the hourly rate or cost per session for tutoring services. If the tutoring vendor is an individual rather than an

		organization, AFFCF would also need to receive a resume or some type of qualifications that display they are capable of providing tutoring services. When submitting for a renewal of additional tutoring services, someone other than the tutor needs to provide a description of the child's progress made during the previous tutoring session.
Weighted Blanket/Vest	\$100 maximum	The maximum AFFCF can consider funding for a weighted blanket or vest is \$100 per child. Once approved, AFFCF will send a congratulations e-mail to let the applicant know the request has been approved and for what amount so the purchase can be made and receipt provided for reimbursement.

WHAT AFFCF DOES NOT FUND

- Anything paid for prior to receiving approval for that specific request
- Children who have officially been adopted or are not currently wards of the court in Arizona
- Airfare, food, travel, or lodging expenses
- Birthday parties, gifts, food or toys
- Debt relief (i.e. home bills, utilities, etc.)
- Electronic equipment (computers, electronic games, mp3 players, stereos, tablets, TV, etc.)
- Furniture (i.e. beds, cribs, etc.) or home fixtures
- Medical expenses
- Memberships to a gym or community center
- Modeling or modeling classes
- Orthodontia