



Building Families Fund 2019 – Cycle #2

A donor-advised fund of the Topeka Community Foundation established to provide financial assistance to benefit individuals and couples desiring to complete domestic and international adoptions.

Topeka Community Foundation
5431 SW 29th Street, Suite 300
Topeka, KS 66614
785.272.4804
smith@topekacommunityfoundation.org

Application Criteria

The Advisory Committee of the Building Families Fund will review applications and make final funding decisions. As part of this review, the Committee will consider the following criteria:

1. Kansas residents or those with Kansas ties will be given first preference. Then grants will be given to others as funds allow.
2. Those applying must have a professed Christian faith and a letter of reference from their pastor.
3. Those applying must have a completed homestudy.
4. Single parents will be considered.
5. Both domestic and international adoptions will be considered.
6. Completed adoptions will not be considered.
7. Private adoptions will be considered, but not given priority. Payments would go directly to the attorney.
8. Adoption agencies may be contacted to get recommendations about specific applicants. A release form (included in application) must be signed to allow for this communication.
- 9. *Families must have a referral before completing the application and being considered for a grant.***

Successful grant applications will receive a maximum of ½ of verified adoption costs, including but not limited to the agency fee, orphanage donation, a homestudy and reasonable travel. Personal items including but not limited to physical exams necessary for adoption, postage, photocopying, and gifts to the birth mother will be excluded from the total of adoption costs. Income tables in accordance with the IRS regulations allowing for an adoption deduction will be followed to determine if less grant money will be awarded.

Grants will be sent directly to the agency facilitating the adoption.

Application deadline, including attachments, is Friday, April 26, 2019.

Building Families Fund Application

Please complete the following information:

Applicant #1: _____ DOB: _____

Applicant #2 (if applicable): _____ DOB: _____

Are you married? _____ If so, how long? _____

Names & ages of children currently living at home:

Are there other family members living in the home? (ie, children over 18, grandparents, etc) If so, please list, indicating relationship:

Address _____

City/State/Zip _____

Telephone (day) _____ Telephone (evening) _____

Fax _____ E-mail _____

Church Name _____ Are You a Member? _____

If you are not a current Kansas resident, please explain any ties to Kansas you may have.

Cost per child for adoption (not including travel) _____

Amount yet to be raised _____

Cost per child for travel expenses _____

Amount paid to date _____

Please list other sources of income to pay for adoption, i.e. family, church, employer, etc . . . _____

Name of your adoption agency _____

**Please attach the following information:
(Application, page 2)**

1. Cover letter explaining your decision to adopt a child and where you are in the process.
2. Copies of the first two pages of your previous three years income tax returns
3. Listing of expenses for previous year
4. Budget reflecting newly adopted family member(s)
5. Letter of reference from your pastor
6. Detailed list of adoption costs and verification of costs
7. Photo(s) of you and/or your family (photos cannot be returned)
8. A copy of your current homestudy
9. A copy of your INS application

Please complete and attach the enclosed forms:

Authorization to Release Information
Financial Balance Sheet Family
Composition Sheet

**Applications must be postmarked no later than
*Friday, April 26, 2019.***

Topeka Community Foundation
Building Families Fund
Kathy Smith, Director of Community Investment
5431 SW 29th Street, Suite 300
Topeka, KS 66614
785.272.4804
smith@topekacommunityfoundation.org

Note: If your application is submitted prior to April 1, 2019, you are required to provide a written status report of your adoption process to Kathy Smith at the Topeka Community Foundation no later than April 26, 2019.

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize, an adoption agency, to release information to the Building Families Fund with the Topeka Community Foundation with regard to a pending adoption involving the person or persons listed below.

I/We understand that the adoption agency may contacted by the Topeka Community Foundation requesting a recommendation which will be taken into consideration as my/our application for financial assistance from the Building Families Fund is reviewed.

Signature _____ Signature _____

Print Name _____ Print Name _____

Name of Adoption Agency _____

Contact Person _____

Address _____

City/State/Zip _____

Telephone _____ Fax _____

E-mail Address _____

Building Families Fund FAMILY COMPOSITION SHEET

Applicant #1: _____

Applicant #2: _____

How many children do applicants have?

Please list, including age and gender:

How many of the above-mentioned children are living in your home?

Please list:

In addition to the above-mentioned children, how many people are living in your home? Please list, indicating relationship: (i.e. grandmother, uncle)

Building Families

Fund FINANCIAL

BALANCE SHEET

Applicant #1: _____

Applicant #2: _____

Date: _____

Assets		Liabilities	
Savings Accounts	\$	Automobile Loans	\$
Checking Accounts	\$	Personal Loans (Credit cards, bank loans, etc) Provide detail	\$
Money Market Funds	\$	Real Estate Loan Residence	\$
		Real Estate Loan Other	\$
Stocks & Bonds	\$	Other Liabilities	\$
(Market Value)		Total Liabilities	\$
		Total Assets	\$
		Total Liabilities	\$
		Total Net Worth	\$
		Annual Income	
		Applicant #1	\$
Real Estate - Residence	\$	Applicant #2	\$
Real Estate -Other	\$	Dividends and Income	\$
Vested Interest Retirement	\$	Net Rental Income	\$
Net Worth Business Owned	\$	Other	\$
Automobiles Owned	\$	Total Income	\$
Other Assets:			
Provide Detail			
Total Assets	\$		