Grant Application Checklist

Please use this checklist to help make sure your application is filled out correctly and completely when applying for an Autism Care Today grant. Please contact grants@act-today.org if you have questions.

Preparing for the application

- Please obtain these **3 required documents** and have them ready before you begin the application. You will need to upload them to your application.

  Proof of autism diagnosis and recommended treatment from your doctor or school Individualized Educational Program (IEP)
  Proof of cost for medical treatment, programs or materials
  Proof of family income with a copy of your tax return or proof of any other income (such as SSI, SDI, child support, etc.)

Completing the application

- Be sure to **select only ONE treatment option**. In your request, describe only the treatment from the treatment option box you selected. Do not request additional treatments. If your request is unclear, your application will be moved to an Incomplete folder and will not be reviewed by the Autism Care Today Board.
- Please include the **age and ASD information for all siblings**.
- You must answer all **the questions indicated with a red asterisk (*)**. If any of these questions are unanswered, the system will not allow you to submit the application.
- Do not include the $ sign whenever the question asks for a **dollar amount**. It is okay to include decimals.
- When **uploading documents**, the easiest formats to upload are Word and PDF files. You may upload a photo (.jpg or .jpeg file). If you are having trouble uploading a photo, please email grants@act-today.org and a staff member will contact you shortly.
- Always **remember to save** your application. The advice we give is: SAVE OFTEN! Once your application is saved as a draft, it is easy for you to return to the application portal and complete your application later. Just be sure to return to the portal before the end of the application month. Also, once your application is saved as a draft, it is easier for our staff to find it and provide any necessary assistance.

Submitting the application

- The **online portal is available to the public only during the open application month**. You will not be able to log in to make changes to your application once the open enrollment closes. Please contact grants@act-today.org if you have changes to make to your application after the open grant application period closes.
- **Remember to submit your application**. Applications that are not officially submitted remain in draft form and are not reviewed by our committee. Only applications that have been submitted will be reviewed by the committee and the Autism Care Today Board.