



## ANEDEN GIVES GRANT PROCESS REQUIREMENTS & TIMELINES

The ANEDEN Gives Grant Process Requirements and Timelines for each applicant are outlined below:

1. To initiate the grant application process, each applicant must submit an online application via the ANEDEN Gives [Grant Process](#) webpage, which also outlines the Eligibility Requirements such as maximum family income limits. **The combined income submitted in the online application must match the combined adjusted gross incomes line 11 of the 2021 Form 1040 for all applicants.**
2. All communications will be via email to the email address you have provided in your submitted online application. Note that all applicants in the submission will receive all correspondences.
3. If your submitted online application meets the *Grant Eligibility Criteria* (displayed on the same webpage above), you will receive an email to electronically sign the attached Medical Release Authorization. This email from DocuSign will **expire** within **7 days** from the date sent.
4. After the Grant Application Window has closed, the ANEDEN Gives Board of Directors will review and PRE-SELECT the grant awardees. See the [Grant Process](#) webpage for the review dates.
5. If you are PRE-SELECTED for a grant award, you will receive an email with a request for your most recent tax return. An example of that form can be found here <https://www.irs.gov/pub/irs-pdf/f1040.pdf>.
6. You must submit the tax returns for ALL members of your family and/or those included in the submitted online application by the **deadline** provided in the email request from the ANEDEN Gives Team. If you do not submit your most recent IRS Form 1040 by the deadline, your pre-selection will be cancelled.
7. If you are PRE-SELECTED, you will receive a request to authorize a background check from *IntelliCorp.net* if your tax return matches the information provided in your online application and meets the *Grant Eligibility Criteria*. A background check will be completed for ALL applicants in your online application.
8. If the results of your background check do not show any adverse results, your grant award will be finalized and a grant award letter will be issued and sent via email.
9. The grant award letter will provide details on the specifics of your grant – grant amount, deadline for using the grant funds and who receives the grant funds.

If you have any questions about this process, please email us at [apply@anedengives.com](mailto:apply@anedengives.com).