

What Needs Are Considered:

The foundation will assist in supporting and honoring St. Jude Children's Research Hospital patients and families.

Application Requirements:

Applications must be completed online, all the questions answered on the designated form. Persons completing the application need to state clearly how the proposed items will help the family and explain the family's need.

Those placing applications need to be sure that an accounting for the money can be provided. (i.e. receipts, invoices or bills) if requested. * It is extremely important that if support for a certain bill is requested, the information is included with the initial documentation. If it is not included, the timeline for the approval process will be increased significantly.

Review Process:

A committee reviews these applications and makes recommendations. Applications may be approved as submitted, further information may be requested, specific suggestions to assist the family may be made, conditions for approval of the request under the *Dax Foundation* may be stated, or clearly inappropriate applications may be denied. Normally, the committee is processing applications within 2 weeks unless there are questions about the application.

*Please note this timeline is significantly changed if ALL information requested is not provided.

*If you send the application in and do not hear back, we ask that you reach out to confirm delivery.

Application and Distribution of Funds:

Applications must be filled out online. Once the application is submitted it will be reviewed and, if approved, a check will be sent to the vendor that was listed in the application. If filled out incorrectly, payment will be delayed significantly.

***Note:** If in doubt about an application, you are encouraged to apply unless the item or items are the responsibility of another agency, the government or another group offering assistance.

The Dax Foundation Grant Approval Process:

1. The application approval process could take up to two weeks. Please keep that in mind when applying and make sure to share that with the families. If their situation has a short timeline and they need assistance right away, I suggest you/they look at other options as well so that they do not fall further behind.
2. If you have applied for the fund and have not heard back from us, we will still assess those applications and get back to you on the results.
3. **Typically we will only write ONE check per application.** If the family you are applying for needs, mortgage assistance, please have them work it out with their mortgage company prior to submitting the application that a check should be applied to each month's payment and not to the principal.
4. Once you send in the application, it is VERY difficult for us to stop the wheels in motion. **PLEASE make sure that ALL information is accurate and correct in order to avoid any confusion or slow up the process.** If the application is wrong, there is no guarantee that additional steps can be taken quickly to fix it on our end.
5. The site/link above is a secure site and will only be viewed by members of our board.
6. The link is on the back end of our website and cannot be seen by the general public.

Thank you again for getting the word out about this fund. It is an honor to work with all of you and just ask that if you are having issues with the link or have feedback on how to make it more user friendly, please let me know!

*Once you have read and understand all the guidelines, please [click here](#) to begin your application.