



## Adoption Grant Application

*Please use this checklist as a cover page for your supporting documents.  
Applications will not be processed unless application is complete along with ALL supporting documents. You must send complete application with all supporting documents at one time.*

Husband's Full Name: \_\_\_\_\_ Wife's Full Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Application \_\_\_\_\_

**NOTE: If you are currently with a consulting agency, please wait until you are active with an licensed adoption agency before applying for a grant with HOB.**

Please attach all of your supporting documents in the order indicated below:

1. Cover Page (this form)
2. Family Photo
3. Questionnaire pg 1 & 2
4. Statement of Faith
5. Statement of Net Worth
6. Cash Flow Analysis
7. Total Adoption Costs
8. Agency Referral- **a letter from your agency** stating you are active in their program, and the fee schedule required by them for your adoption
9. Pastoral/Pastoral Referral
10. Personal Referral
11. Work Referral for each W2 submitted
12. Copy of Homestudy (copy signed by social worker)
13. Copy of Credit Report Score for both adults (Equifax or similar)
14. Consent Forms
  - Purpose of Application
  - Authorization Release of Information
  - Limit of Liability
  - Permission for using photos/story.
15. Tax Forms: **Please black out your social security number before mailing**
  - W2 Forms for most recent year
  - 1099 Misc. if applicable for the most recent year
  - Federal Tax Returns for the most recent year

Providing Loving Homes, Education, Discipleship, and Economic Opportunities  
for over 400 orphans in Haiti, Kenya, Uganda, Ukraine, and Zambia.

[heartofthebride.org](http://heartofthebride.org)

P.O. Box 786 Niceville, FL 32588  
info@heartofthebride.org | 850.678.9008



## Questionnaire Page 1

Answer the following questions to the best of your ability. Attach additional pages if necessary.

Husband's Full Name \_\_\_\_\_ Age \_\_\_\_\_

Wife's Full Name \_\_\_\_\_ Age \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell/Work \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Marriage \_\_\_\_\_

Date of Birth Husband \_\_\_\_\_ Date of Birth Wife \_\_\_\_\_

Names and ages of children in family \_\_\_\_\_

Husband's Employer \_\_\_\_\_ Length of Employment \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Wife's Employer \_\_\_\_\_ Length of Employment \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Church Name \_\_\_\_\_ Member? \_\_\_\_\_

May we contact your pastor? \_\_\_\_\_ Pastor's name \_\_\_\_\_

Church's phone number \_\_\_\_\_ Church Address \_\_\_\_\_

Have you adopted previously? \_\_\_\_\_ Ages of all child/ren \_\_\_\_\_

Adoption Agency Name \_\_\_\_\_ Social Worker \_\_\_\_\_

Adoption Agency address: \_\_\_\_\_ and phone \_\_\_\_\_

May we contact your current adoption agency? \_\_\_\_\_

Have you completed your dossier? \_\_\_\_\_ (if international)

Do you have a specific child already identified for this adoption? \_\_\_\_\_

If Yes, Name \_\_\_\_\_ Age \_\_\_\_\_ Country \_\_\_\_\_

Do you plan on adopting an older/special needs child? \_\_\_\_\_

Family Blog Info: \_\_\_\_\_

Facebook; Instagram; Twitter account info \_\_\_\_\_

How did you hear about Heart of the Bride? \_\_\_\_\_

Are there any special considerations regarding your request for an adoption grant that you would like to specify?

What type of Grant are you interested in? (circle)  
Matching Grant      One Time Grant      Either

## **Questionnaire Page 2**

*Please answer the following questions to the best of your ability. Attach additional pages if necessary.*

**Why did you decide to build your family through adoption, and how has the Lord led you to this journey?**

**What do you believe to be the most important thing you can impart to your children, and what is your parenting philosophy?**

**What are you doing to prepare for post-adoption/attachment? What does your agency require? Please list any books, conferences, and trainings you have attended.**

**Please list your expectations for what it will be like adopting a new child into your family.**

**Statement of Faith**  
*Please provide a brief personal testimony of faith.*

**Husbands Statement of Faith:**

**Wife's Statement of Faith:**

## Statement of Net Worth

### Assets

#### Cash

On hand	\$ _____
Checking	\$ _____
Savings	\$ _____

#### Investments

Stock	\$ _____
Bonds	\$ _____
Real Estate (other than your home)	\$ _____
Other	\$ _____

#### Retirement Accounts

\$ _____
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#### Personal Property

Auto	\$ _____
Auto	\$ _____
Household	\$ _____

Real Estate (Home)	\$ _____
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Other Assets: _____	\$ _____
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### Total Assets

\$ \_\_\_\_\_

### Liabilities

Current Bills	\$ _____
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Credit Cards	\$ _____
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Auto Loans	\$ _____
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Home Mortgage	\$ _____
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Other Liabilities	\$ _____
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Medical Bills	\$ _____
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### Total Liabilities

\$ \_\_\_\_\_

### Net Worth (Assets - Liabilities)

\$ \_\_\_\_\_

## Cash Flow

	<i>Monthly</i>	<i>Annual</i>
<b>Gross Income Husband &amp; Wife</b>	\$ _____	\$ _____
<b>Net Income Husband &amp; Wife</b>	\$ _____	\$ _____

### Living Expenses

#### Housing

Mortgage/Rent	\$ _____	\$ _____
Property Taxes	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Utilities (power, water, alarm, repair, sewage, trash)	\$ _____	\$ _____
Other (phone, internet, cable)	\$ _____	\$ _____
<b>Total Housing (a)</b>	\$ _____	\$ _____

<b>Food (include eating out) (b)</b>	\$ _____	\$ _____
<b>Clothing (c)</b>	\$ _____	\$ _____

#### Transportation

Car Payment	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Gas/Maintenance	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Total Transportation (d)</b>	\$ _____	\$ _____

<b>Entertainment/Recreation (e)</b>	\$ _____	\$ _____
<b>Medical Expenses (f)</b>	\$ _____	\$ _____
<b>Insurance (g)</b>	\$ _____	\$ _____
<b>Charity Gifts/Church Tithe (h)</b>	\$ _____	\$ _____
<b>Credit Card (i)</b>	\$ _____	\$ _____
<b>Student Loans (j)</b>	_____	_____
<b>Childcare/Daycare fees (k)</b>	_____	_____
Other _____ (l)	_____	_____
<b>Other _____ (M)</b>	_____	_____

### Total Living Expenses:

<b>[Sum of (a) through (k)]</b>	\$ _____	\$ _____
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<b>Cash Flow</b>	\$ _____	\$ _____
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*(Net Spendable Income - Total Living Expenses)*

### Total Adoption Costs

### Total Adoption Costs

Adoption Costs	Total	Paid
Agency Fee	\$ _____	\$ _____
Foreign Program Fees	\$ _____	\$ _____
Home Study	\$ _____	\$ _____
In-Country Fees	\$ _____	\$ _____
INS Fees	\$ _____	\$ _____
Orphanage Donation	\$ _____	\$ _____
Notarization/Authentication	\$ _____	\$ _____
Travel- First Trip	\$ _____	\$ _____
Travel-Second Trip	\$ _____	\$ _____
Visas/Passports	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
<b>Total Adoption Costs</b>	<b>\$ _____</b>	<b>Total Paid \$ _____</b>

**Please provide a line item description of your fundraising efforts, employer benefits and other loan/grants requested. Please include information concerning monetary gifts from your church, family and friends.**

**Please list source of funds or other grants applied for.  
Put a check mark next to the grants you have received.**

Personal funds, savings, etc.	\$ _____
Employer Assistance	\$ _____
Home Equity Line	\$ _____
Other Loans/Grants applied for	\$ _____
Name: _____	\$ _____
Name: _____	\$ _____
Name: _____	\$ _____
Name: _____	\$ _____
Total Estimated Resources:	\$ _____

## Pastoral/ Pastoral Staff Referral

Thank you for taking the time to complete this reference form on behalf of the family. We understand that you may not know all the details of the family's life, but we ask you to be as candid as possible. Please put in a sealed signed envelop and return to the applying family. The applying family will then forward your letter to our office.

Name of Reference: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Family: \_\_\_\_\_

How long have you known this family?

How would you describe this family?

Please describe the family's spiritual life and witness for Christ?

Please describe the family's church involvement.

Do you have any concerns about them as parents?

Please add any additional comments or concerns.

\_\_\_\_\_ Signature



## Personal Referral

Thank you for taking the time to complete this reference form on behalf of the family. We understand that you may not know all the details of the family's life, but we ask you to be as candid as possible. Please put in a sealed signed envelop and return to the applying family.

Name of Reference: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Family: \_\_\_\_\_

How long have you known this family?

How would you describe this family?

Please describe the family's spiritual life and witness for Christ?

Please describe the family's church involvement.

Do you have any concerns about them as parents?

Please add any additional comments or concerns.

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Signature

### **Employer Referral**

Thank you for taking the time to complete this reference form on behalf of the family. We understand that you may not know all the details of the family's life, but we ask you to be as candid as possible. Please put in a sealed signed envelop and return to the applying family.

Name of Reference: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Family: \_\_\_\_\_

How long have you known this person?

How would you describe this person?

Please describe this person's work habits.

Please describe this person's character.

Do you have any concerns about them as parents?

Please add any additional comments or concerns.

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Signature

## Consent Forms

### *Purpose*

The undersigned agrees that this application is being made for the purpose of obtaining financial grant assistance with international or domestic adoptions from *Heart of the Bride*. The undersigned further acknowledges that the willingness to accept an application is not any type of acknowledgement or representation on behalf of *Heart of the Bride* that assistance will be granted or given. The undersigned agrees that *Heart of the Bride* is under no obligation to provide any assistance to them.

### *Authorization and Release*

The undersigned hereby authorizes any officer, employee, agent, representative or staff member of *Heart of the Bride* to obtain financial and personal information from any institution or individuals including but not limited to those individuals and institutions listed as references and made a part of this application. The undersigned further consents to the release of any information to any authorized *Heart of the Bride* employee or agent from any individual or financial institution listed on the attached list of references. The undersigned further authorizes any pastor, elder, minister or counselor included in the list of references to release to *Heart of the Bride* or its representative's personal information and opinions regarding the applicant's lifestyle, language, habits truthfulness, parental fitness, and general moral and biblical character. The undersigned further consents to the release of information to the listed Adoption Agency and any employees or agents from this institution.

**Adoption Agency:** \_\_\_\_\_ **Case Worker:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### *Limit of Liability*

The undersigned acknowledges that *Heart of the Bride* is under no obligation to provide any services including but not limited to providing financial adoption grant assistance. The undersigned acknowledges that *Heart of the Brides* is to have the sole discretion to accept or deny this application with or without cause. The undersigned also acknowledges that *Heart of the Bride* has full discretion of their funds and is in no way obligated to distribute funds to the family. The undersigned acknowledges that any and all funds given by donors are under full discretion of *Heart of the Bride* and will have 8% deducted for administrative fees. The undersigned further releases and holds *Heart of the Bride* harmless from any liability of any type or nature as a result of allowing the undersigned to submit this application.

### *Photos/Story Permission*

The undersigned gives *Heart of the Bride* permission to use and or publish their story and/or photographs on *Heart of the Bride's* website, and/or printed material, with the purpose of helping families to adopt children.

(Your answer does not have an effect on financial assistance) Yes\_\_\_\_ No\_\_\_\_

### *One Time Grant and or Matching Grant Agreement*

The undersigned parties acknowledge they are freely agreeing to the following terms and conditions

1. We understand and accept that all funds and/or donations received by *HOB* are under the ultimate control of the *HOB* Board of Directors and or Adoption Council Team that make all final decisions regarding distributing funds of grants and matching grants.
2. We understand, accept and agree to use any and all funds received from *HOB* exclusively for legitimate adoption expenses, including but not limited to agency fees, legal fees, etc. We agree to provide verification of adoption related expenses to *HOB* upon request.
3. We understand any funds raised (including matching grant amount, if applicable) beyond our documented adoption costs may be used to further the ministry of *HOB* and assist with other families' cost of adoption.
4. We understand we may not donate money to *HOB* towards our own adoption expenses and receive a tax deduction.
5. We understand that donations from friends and family toward our adoption fund will be subject to a 8% administration fee.

6. We understand that if we decide not to adopt or our adoption is disrupted for any reason we will contact *HOB* immediately. Any funds raised will be used to further the ministry of *HOB* and assist other families with the cost of adoption. Donations cannot be returned to donors.
7. We agree to submit proper documentation as requested by *HOB* for payment and/or reimbursements of any kind.
8. We understand that funds for Matching Grant must be sent to the adoption agency within 30 days of completing fund raising. *HOB* cannot hold funds for your matching grant longer than 30 days.

We are providing this information to Heart of the Bride. All of the information listed is accurate and complete to the best of our knowledge.

Adoptive Father \_\_\_\_\_ Date \_\_\_\_\_

Adoptive Mother \_\_\_\_\_ Date \_\_\_\_\_