



# Down in the Southland Educational Program Fund Application

Down in the Southland administers the Educational Program Fund and provides funds for members with Down syndrome to attend programs of their choice that are directly related to Down syndrome and related issues.

## Who can apply?

- Individuals with Down syndrome and their families who are members in good standing of Down in the Southland

## What can I apply for?

- Programs must be directly related to Down syndrome and related issues.
- In-state or Out-of-state

## What can I use these funds for?

- Educational Program costs and fees
- Meals, hotel, transportation, parking, etc. are NOT covered by this fund.

## How much can I apply for?

- \$200 per person per year

### Limitations:

- Participants are limited to a maximum of two grants per year per individual within funding limit.
- Anyone who has not provided complete documentation of and receipts for any Down in the Southland Funds is ineligible for any further support until said documentation is provided.

## How do I apply?

- The application form must be completed and returned to Down in the Southland with a copy of the program brochure and a completed registration form with receipt for payment.
- The application must be filled out in the person(s) name attending the program.
- Program topics/purpose must specifically relate to Down syndrome or a diagnosis commonly accepted by the medical community to be related to Down syndrome.



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## Where do I apply?

Complete the application form and mail it to the following address. A completed copy of the program registration form and a copy of the program brochure/link to website MUST be submitted with the application.

**Down in the Southland  
PO Box 831  
Tinley Park IL 60477**

## How do I learn if I get a grant?

- Completed applications are reviewed by the Board of Directors to determine if the program is related to Down syndrome or not, whether the applicant is eligible, and whether or not there are funds available.
- Applicants are notified in writing via email of the Board's decision. Every attempt is made to review applications on a timely basis, but funds may not always be available before the program date.
- The maximum assistance per year is \$200/individual.
- Denials may be appealed in writing to Down in the Southland.

## Appeal Process:

- If you have been denied Educational Program Funds even though you submitted a complete application with all necessary attachments, you may appeal.
- To appeal, write a letter stating the reasons for your appeal and mail to:

**Down in the Southland  
PO Box 831  
Tinley Park IL 60477**

## Requirements:

- It is the applicant's responsibility to make sure that the original application form is complete. Where applications are incomplete, a board member will contact you to assist in completing the necessary information; however it is the applicant's responsibility to make sure that they complete the application accurately.
- Applications are not considered completed until the **program brochure, program registration form,** and payment receipt are submitted.
- Receipts are submitted for all expenses funded through the stipend.
- Any individual or family that has not provided complete documentation of and receipts for any Down in the Southland funds received is ineligible for further support until such documentation is provided.