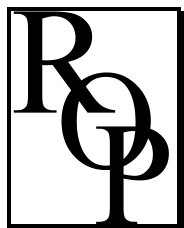


Roger Allott Memorial Transition Fund

Alumni Grant Request and Application Criteria



Ridge View Academy

<http://www.ridgeviewacademy.com/alumni/>

Betty K. Marler Center

<http://www.bettykmarlercenter.com/alumni/>

April, 2012
(Revised)

Transition Grants are awarded to graduates of Rite of Passage who have successfully completed parole and are either a fulltime student, employed full time, or a combination of school and employment that would equal a fulltime status. Grants support youth in successfully transitioning to the community through employment, school and career goals or necessary life needs.

Criteria for Transition Grants

1. Youth must have been **discharged from Parole** based on the successful completion of her/his conditions of Parole. If you have not yet been paroled or successfully completed Parole and are requesting Emergency Transition Funds, please explain what steps you have taken with your Case Manager and Parole Officer to address the emergency situation.
2. Youth must either be a fulltime student, employed full time, or a combination of school and employment that would equal a fulltime status. The Transition Committee may also consider seeking a job and enrollment in school or other life needs as a substitute for these criteria.
3. Youth must:
 - **Complete the application**
 - **Write an essay** (Refer to the application form attached)
 - **Transition Fund Request** – Explain what you need (be specific and list each item requested), where you will purchase it and what it will cost.
 - **Provide a letter of recommendation** or a **Referral Form** from someone who will support this request for transition funds.
 - **Make a presentation regarding your request** – The Transition Committee would prefer that you make an in-person presentation to explain your request. The Committee meetings are held on the second Wednesday of each month at Ridge View. Gas money may be available to assist you with transportation. If you can not be available in person, please arrange to be available by telephone for a conference call. The application will not be reviewed unless all of the above are complete.
 - **Provide feedback** – If you are given a grant, within three (3) months you will be expected to give feedback regarding the effectiveness of your use of the transition funds. Additionally, this will be a consideration should you apply for transition funds in the future.
4. Unless a member of the Transition Committee determines that an immediate decision needs to be made regarding the awarding of the transition funds, all decisions related to the request will be made by the full committee at their monthly meetings. Any request over three hundred and fifty dollars (\$350) must be approved by the full committee. Emergency decisions under (\$350) must be made by at least two members.
5. No money may be requested for the payment of restitution or loans.

Roger Allott Memorial Transition Fund APPLICATION FORM

Full Name _____ Age _____

Address _____

Home Phone # _____ Email address _____

Date Paroled _____ Date Discharged From Parole _____

Do you still owe restitution? _____ If so how much? _____

Are you currently making payments on your restitution? _____ If so how much? _____

Have you saved any money while on parole? _____ If so how much? _____

Where are you employed and/or going to school, if neither please explain?

If you have not yet successfully completed parole and are requesting Emergency Transition Funds, please explain what steps you have taken with your Case Manager and Parole Officer to address the emergency:

1. **Write an essay** in pen or typed, which at a minimum explains the following: (be thorough, the more information you provide the better so the Transition Committee will understand your needs).
 - Explain the purpose of your request for transition funds. How much money are you requesting? How do you plan to spend it to support your school and employment goals or other life needs? Be Specific.
 - How did you meet your conditions of parole (i.e. drug screening, work, school, restitution)?
 - If you're seeking a job or enrollment in school; please explain what steps you're taking and where are you in the process.
 - How are you doing in your job and/or school program?
 - Explain what steps you plan to take to prepare for your financial needs in the future.

2. **Transition Fund Request** – At the end of your essay, use the chart on the last page to list:
 - what you need (be specific and list each item requested),
 - what it will cost, and
 - where you will purchase it.

3. Attach a **Letter of Recommendation** or **Referral Form** to this application

If you have questions and would like more information or need to speak to someone directly about a Transition Grant application please leave a message at this phone number and a ROP staff member will return your call as soon as possible.

Alumni Support Hotline - 303-214-1161

Roger Allot Memorial Transition Fund REFERRAL FORM

Transition Awards are granted to graduates of Rite of Passage who have successfully completed parole and are either a fulltime student, employed full time, or a combination of school and employment that would equal a fulltime status. Grants are awarded to support youth in successfully transitioning to the community through employment, school and career goals or necessary life needs.

Staff and community members who know youth best, have been in contact with them in the community and have first hand knowledge of their efforts to succeed are asked to provide a referral to support the application. We value your involvement in helping youth in need.

How long have you known the applicant and in what capacity?

Please describe the situation of the applicant which would explain why he/she needs help from the Transition Committee at this time. Include any information that you think would help us to reach a decision.

How do you envision the youth using the funds to support his/her job and school goals?

Please give reasons why the youth is considered to be deserving of the award.

Is there any additional information you would like to add?

Name and Title

Signature

Date

TRANSITION FUNDS REQUEST FORM

ITEM REQUESTED	COST	WHERE TO PURCHASE	COMMENTS
TOTAL			