

Adoption Aid Application Checklist

Before You Apply:

- My home study or home study update is completed.
- My agency is a 501(c)(3) nonprofit organization, licensed to place children for adoption. Please note: Your placement agency may differ from your home study provider.
- If I am working with an adoption consultant or using a multi-agency approach, I confirm that I have been matched through a placing agency.
- I have reviewed Show Hope's Statement of Faith.
- I know that applications cannot be submitted for:
 - Independent adoptions through lawyers, facilitators, or humanitarian organizations
 - Adoptions through foster care
 - Private family adoptions
 - Embryo adoptions
 - Adoptions from non-Hague Convention countries ([Click here for more information.](#))
 - Adoptions through for-profit agencies
 - Adoptions for which placement has occurred
 - Adoptions for which an application has already been submitted

Collect the Following Information:

Note: Please black out social security numbers.

- Church address, phone number, pastor's email address, and website
- IRS tax information (1040 and W2 or 1099 forms) for the prior year
- Net worth details (assets and liabilities)
- Annual budget
- Adoption agency address, phone, name, and email of your caseworker
- Approved home study
- Family and/or referral photos (optional)

The Application Process:

- The complete application process is online. You will be able to save your application and return to it as needed. You will also be able to view the status of your application at any time after submission. You will be required to upload documents.
- Your application is complete after you successfully submit your application, and all references and documents are submitted. Your application date is the day your complete application is submitted to Show Hope. If a portion of your application or references is not complete, you may be moved to the next deadline.
- References from your pastor and adoption agency must be requested using the online reference tool. We recommend notifying your references that they will receive an email request to fill out a reference form. You can view the status of the references in your grant application portal. It is your responsibility to ensure the references are completed. Please note: We are unable to accept previous reference letters.
- While we understand AI can be a helpful tool, we ask that your application reflect your own, unassisted answers.

After You Apply:

- After the application is submitted and references are received, an initial review will be conducted. If additional information is required, you will be notified by email. You will receive an email when your application is accepted.
- All applicants will receive a letter and email from Show Hope regarding the outcome of their application. If you are awarded a grant, your agency will receive a copy of your award letter and instructions for disbursement of funds. All funds must be disbursed directly to the agency.
- For international adoptions, the agency may request disbursement of funds when the family receives I-800 Form approval or travel to complete the adoption is booked. For domestic adoptions, funds may be requested at the time of placement. Funds are mailed up to 20 business days from receipt of the disbursement request.

<p style="text-align: center;">Deadlines & Guidelines</p> <p>January 5 (for the March Decision Period) March 31 (for the June Decision Period) June 30 (for the September Decision Period) September 30 (for the December Decision Period)</p>	<p style="text-align: center;">Notifications</p> <p>You will receive notification of the outcome of your application by mail, followed by email.</p>
---	---

Ready to apply?

Visit showhope.org/apply to begin your application.