



Thank you for your interest in the MCC Adoption Fund grant program. At Muskogee Church of Christ, we believe that children belong in families, and we want to help make that happen. That is why the MCC Adoption Fund exists. We hope that through our grants we can help Christian families bring children into their homes through the wonderful gift of adoption.

Below is a list of items you will need to submit in order to apply:

- Cover Letter
- Completed Grant Application
- Statement of Faith
- Agency Letter
- Copy of Approved Home Study
- Two (2) Letters of Reference

Applications will be reviewed by the grant selection committee every six months, in accordance with the schedule below:

Applications accepted, October 1 - March 31; Recipients selected, May 31

Applications accepted, April 1 - September 30; Recipients selected, November 30

Consideration will be given to the circumstances of the family and the child, as well as financial need. Grants will be awarded in the amount of \$1,500.

Please **do not apply** if your adoption has been finalized or if you are just starting the adoption process. **You must have an approved home study from an adoption agency and accepted a referral before** beginning the application process. You are welcome to apply once per each application period.

Please send all items to:  
MCC Adoption Fund  
Muskogee Church of Christ  
3206 N. York St.  
Muskogee, OK 74403

If you have any questions concerning the MCC Adoption Fund or the application process, please email us at [adoption@mccweb.org](mailto:adoption@mccweb.org).

Sincerely,  
The MCC Adoption Fund



## Application Checklist

In order for the MCC Adoption Fund to make a decision regarding your application, you must submit each of the following items to the address below. Please be sure to submit all of these items together.

- Cover Letter  
*Please include a brief cover letter about your family and your reason for applying, and please include answers to the following questions:*
  1. *Why did you decide to build your family through adoption?*
  2. *What do you believe to be the most important thing you can impart to your children?*
- Completed Grant Application
- Statement of Faith  
*Please include a brief personal statement of faith, one half page or less for each adoptive parent.*
- Agency Letter  
*Please include a letter from your adoption agency on the agency's letterhead and signed by the program director. This letter confirms that the agency is licensed to place children, and that this agency is working with you to complete your adoption. This letter should be included with all other supporting documents, not sent directly from the agency. This can also be a letter from your attorney if you are not using an adoption agency.*
- Copy of Approved Home Study
- Two (2) Letters of Reference  
*Please include two letters of reference, one from your church's pastor and one from a personal friend or family member. These letters should be submitted in sealed envelopes.*

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Muskogee Church of Christ  
3206 N. York St.  
Muskogee, OK 74403

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## Grant Application

Please answer the following questions to the best of your ability. If you need more room, please attach additional pages.

### 1. Applicant Information

Head of Household Name: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

### 2. Family Information

How many children do you currently have? \_\_\_\_\_

Please list the names and ages of your children. Also note if any are adopted.

Name

Age

### 3. Adoption Information

Type of adoption: \_\_\_\_\_ Domestic or International? (*circle one*)

Number of children to be adopted: \_\_\_\_\_ Have you accepted a child referral? \_\_\_\_\_

Please tell us about the child(ren) to be adopted (if known).

First Name    Gender    Age    Location    Any Special Needs

What is your estimated placement date? \_\_\_\_\_

**4. Agency Information**

Agency Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

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

Do we have your permission to contact this agency with questions regarding your application? Yes or No (*circle one*)

**5. Fundraising Efforts**

Please provide a line-item description of your fundraising efforts, employer benefits, and other grant or loan requests. Also include information concerning monetary gifts from your church, family and friends. Include amounts raised thus far.

Person / Organization

Amount Raised

Total amount raised/pledged towards your adoption: \_\_\_\_\_

Personal funds you are committing to the adoption: \_\_\_\_\_

How do you plan to fund the remaining cost of this adoption?

Additional comments on funding efforts:

**6. Estimated Adoption Costs**

Please enumerate on your estimated adoption costs.

Estimated adoption cost (not including travel): \_\_\_\_\_

Estimated cost of travel for two people: \_\_\_\_\_

Total estimated adoption cost (including travel for two): \_\_\_\_\_

How much of this total cost have you already paid? \_\_\_\_\_

Additional comments on your estimated adoption costs:

**7. Additional Questions**

Are there any special considerations regarding your request for financial assistance that you would like to specify?

Sadly, we are unable to give grants to everyone who applies. Please tell us what makes your request compelling.

If more information is required beyond what is collected in this application, what is the best way to contact you?

### **8. Notes**

Please understand that MCC Adoption Fund's willingness to receive a grant application is not in any way an acknowledgement or representation that the financial assistance will be granted or given.

If information you provide on this application or the supporting documents changes after submission, it is your responsibility to update MCC Adoption Fund by emailing the new information to [adoption@mccweb.org](mailto:adoption@mccweb.org). Grant award decisions are based on the totality of circumstances and may be revoked if the circumstances change materially from those under which the grant was awarded.

Applicants will be notified via postal mail regarding the outcome of the grant process. Financial assistance grants will be sent directly to the placing agency on behalf of the applicants, at the time when payment is necessary.

### **9. Signatures**

We verify that the information contained in the Grant Application and supporting documents is accurate to the best of our knowledge. We understand and agree to the terms and conditions outlined in the grant application process.

Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please submit your Grant Application and all supporting items to:

MCC Adoption Fund  
Muskogee Church of Christ  
3206 N. York St.  
Muskogee, OK 74403

The following items must be returned with the application to complete the application packet:

- Cover Letter
- Statement of Faith
- Agency Letter
- Copy of Approved Home Study
- Two (2) Letters of Reference

If you have any questions concerning the MCC Adoption Fund or the application process, please email us at [adoption@mccweb.org](mailto:adoption@mccweb.org).