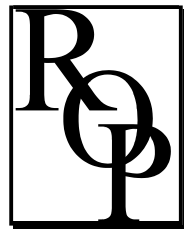


# **Roger Allott Memorial Transition Fund**

## **Application**



**Ridge View Academy  
Betty K. Marler Center  
Mt. Evans Q House**

**Eligibility Requirements for Transition Funds**

July 2019

1. Any youth who has been placed under the custody of Rite of Passage by a Colorado District Court, County Dept. of Social Services, shall be eligible to apply for Roger Allott Memorial Transition Funds. All eligible youth with the exception of the post parolee's shall have a Client Manager/Case Worker represent them before the Transition Committee via written referral, phone or in person.
2. Youth must have been **discharged from Parole** based on the successful completion of her/his conditions of Parole. **If you have not been discharged from parole, you must submit a Transition Grant Referral form from your Parole Officer/Client Manager or Case Worker explaining why they feel you are eligible and deserving of this grant.**
3. Youth must either be a fulltime student, employed full time, or a combination of school and employment that would equal a fulltime status. Youth seeking a job and enrollment in school will be considered as a substitute for these criteria.
4. Youth must:
  - a. **Complete the application and budget form**
  - b. **Write an essay**
  - c. **Provide a letter of recommendation** or a **Referral Form** from someone who will support this request for transition funds. The application will not be reviewed unless all three of the above are complete.
  - d. **The committee requests a personal appearance if additional information is needed**
5. If you do not meet criteria #2 and 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 Client Manager to address the emergency.
6. 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. Immediate emergency decisions less than \$350 can be made by at least two members.
7. No money may be requested for the payment of restitution or loans. Transition Awards will not be used for tuition and/or books because this is provided by the ROP Passageway Scholarship Foundation. <http://www.passagewayfoundation.org/>
8. You will be asked to submit receipts for purchases and provide feedback regarding the effectiveness of your use of the transition funds. Failure to comply with this may hinder your chances of receiving a future grant from the Roger Allott Memorial Transition Fund.
9. Submit the \_\_\_\_\_ form with your receipts to explain how the grant was used to meet your needs.

**Roger Allott Memorial Transition Fund  
APPLICATION FORM**

Date \_\_\_\_\_

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Working Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Date Paroled \_\_\_\_\_ Date Discharged From Parole \_\_\_\_\_

Name of Parole Officer/Case Worker \_\_\_\_\_

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 Parole Officer and Case Manager 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 Budget Form** – 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

## **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?**

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**Name and Title**

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**Signature**

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**Date**

## TRANSITION REQUEST BUDGET FORM

<b>ITEM REQUESTED</b>	<b>COST</b>	<b>WHERE TO PURCHASE</b>	<b>COMMENTS</b>
<b>TOTAL</b>			