

 **Funds for One**

## *Step-by-Step*

Here's a simple list of steps to guide you through the application process.

1. Read the Frequently Asked Questions page. Some procedures have changed.
2. The individual in need of assistance (applicant) identifies a Case Manager willing to work on his/her behalf. Please see the Case Manager page to learn:
  - Why is it necessary to have a Case Manager?
  - Who can serve as a Case Manager?
  - What does a Case Manager do?
  - Tips for a Successful Application.
3. The Case Manager uses the link below to access the online application form for Funds for One.
4. The Case Manager compiles the required information and then completes and submits the application.
5. The Case Manager is notified of the funding decision and notifies the applicant of the outcome.
6. If a funding award is made, the A. V. Hunter Trust will also notify the vendor or dentist of the award.
7. The applicant and vendor/dentist work together to complete the work before the expiration date of the award.
8. Once the equipment has been received or the dental work has been completed, the vendor will submit a request for payment to the A.V. Hunter Trust.
9. Prior to payment to the vendor, the Case Manager must contact the applicant to verify completion of services for which funds were awarded.
10. Once this confirmation has been received, the vendor will be paid directly by the A.V. Hunter Trust. No funds are ever distributed to individuals. Failure to provide verification may result in the applicant's responsibility for payment.

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