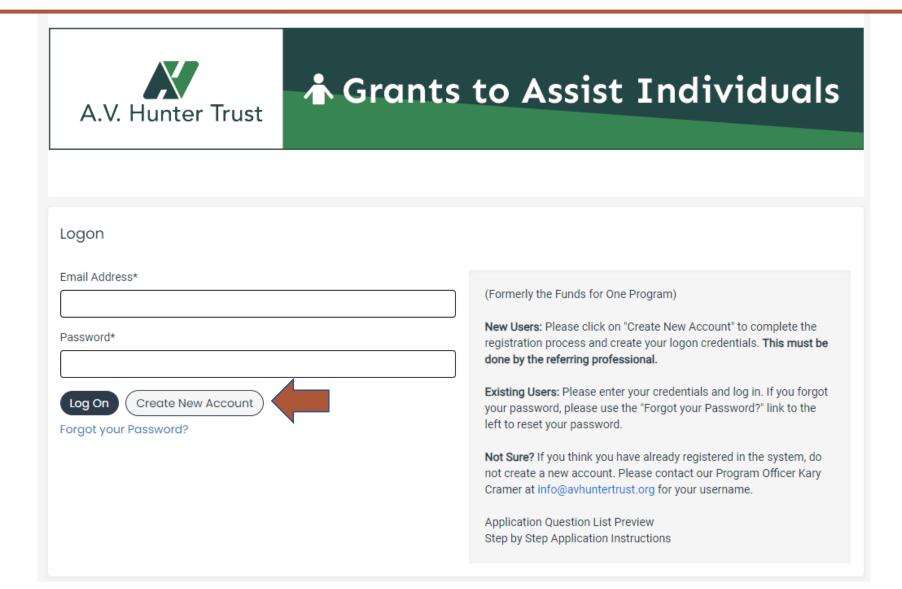# Referring Professional Instructions

A.V. Hunter Trust — Grants to Assist Individuals

If this is your first time using our online application system, please click "Create New Account" to register.

Grants to Assist Individuals

A.V. Hunter Trust

Logon

Email Address*

Password*

Log On   Create New Account

Forgot your Password?

(Formerly the Funds for One Program)

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. **This must be done by the referring professional.**

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think you have already registered in the system, do not create a new account. Please contact our Program Officer Kary Cramer at info@avhuntertrust.org for your username.

Application Question List Preview
Step by Step Application Instructions

Complete all required fields marked with an asterisk*.
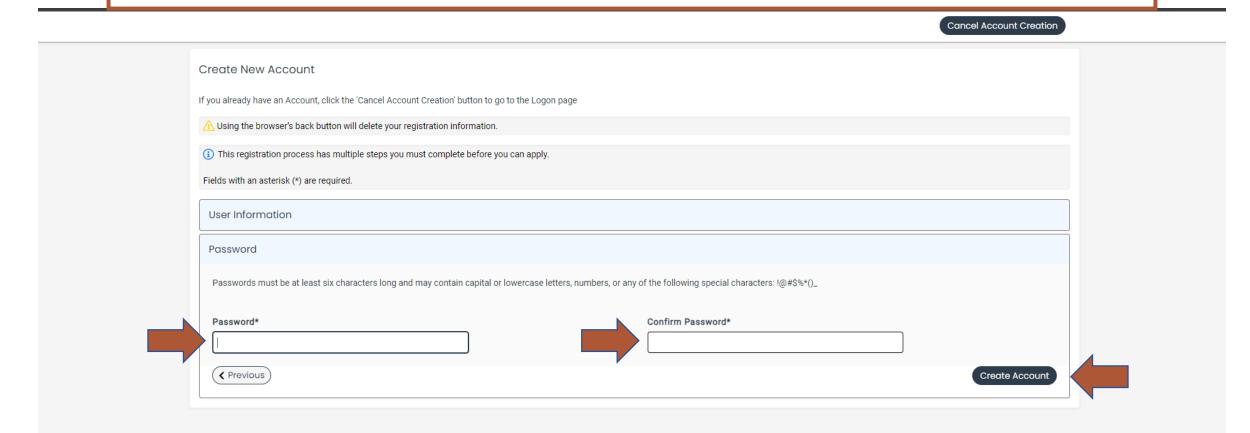
Cancel Account Creation

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

User Information

Prefix (Mr, Mrs, Ms, etc.)

First Name*

Last Name*

Suffix (Sr, Jr, III, etc.)

Agency Name*

Email / Username*

Email / Username Confirmation*

Telephone Number (###-###-#### x###)*

Mobile Number (###-###-####)

Address 1*

City*

Address 2

After all required fields are complete, click "Next."

Cancel Account Creation

Last Name*

Doe

Suffix (Sr, Jr, III, etc.)

Agency Name*

Sample Agency

Email / Username*

✉ johndoe@testemail.net

Email / Username Confirmation*

✉ johndoe@testemail.net

Telephone Number (###-###-#### x###)*

303-303-3030

Mobile Number (###-###-####)

Address 1*

303 Main Street

City*

Denver

Address 2

State*

CO

Postal Code*

80217

Country

Next ➤

Password

Create and confirm your password then click "Create Account."

Note: Password must be at least 8 characters and contain at least 1 character from 1 of these 4 types (Lower Case, Number, Special !@#$%^&*, Upper Case).

Cancel Account Creation

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

User Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%*()_

Password*

Confirm Password*

‹ Previous

Create Account

A confirmation email will be sent to the email account that you registered with. Select one of the options listed, then click "Continue."

Email Confirmation

ⓘ You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *A. V. Hunter Trust – Grants to Assist Individuals <administrator@grantinterface.com>*, look in your junk or spam folder.

To remove *A. V. Hunter Trust – Grants to Assist Individuals <administrator@grantinterface.com>* from your spam filter, use the link below.

Click Here for a tutorial about removing email addresses from spam filters.

○ I have received the email
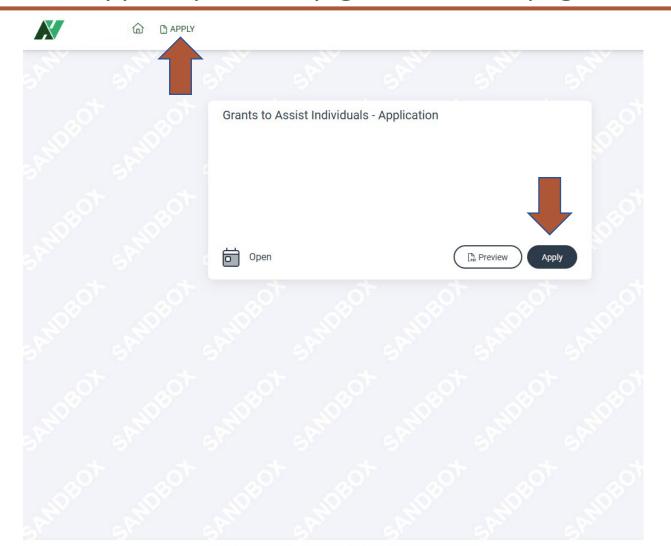○ Continue without checking
○ I have not received the email

Send Email Again   Continue

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Click the "Apply" link at the top of the page.

A. If this is your first time applying, click the "Apply" button at right to begin the application.

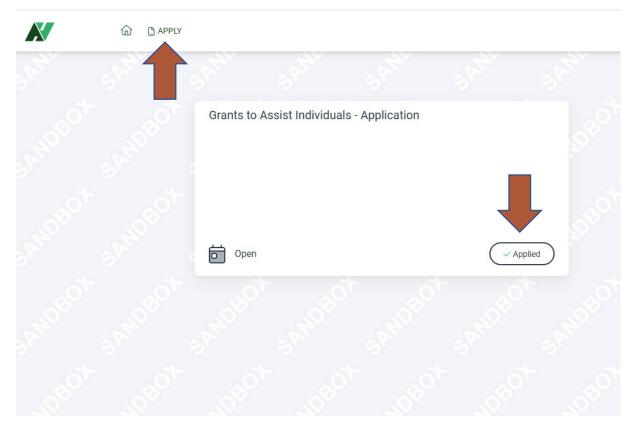B. If you have applied previously, go to the next page in the instructions.
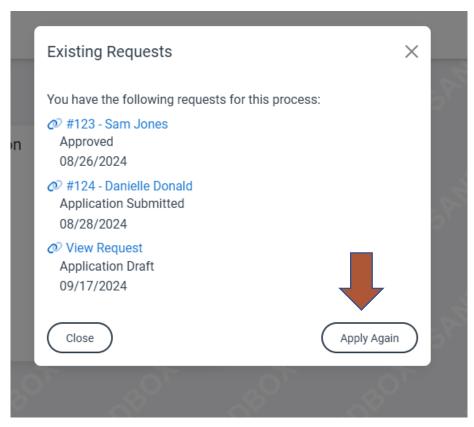
Click the "Apply" link at the top of the page.
If you have applied previously:
1. Click on the "Applied" button.
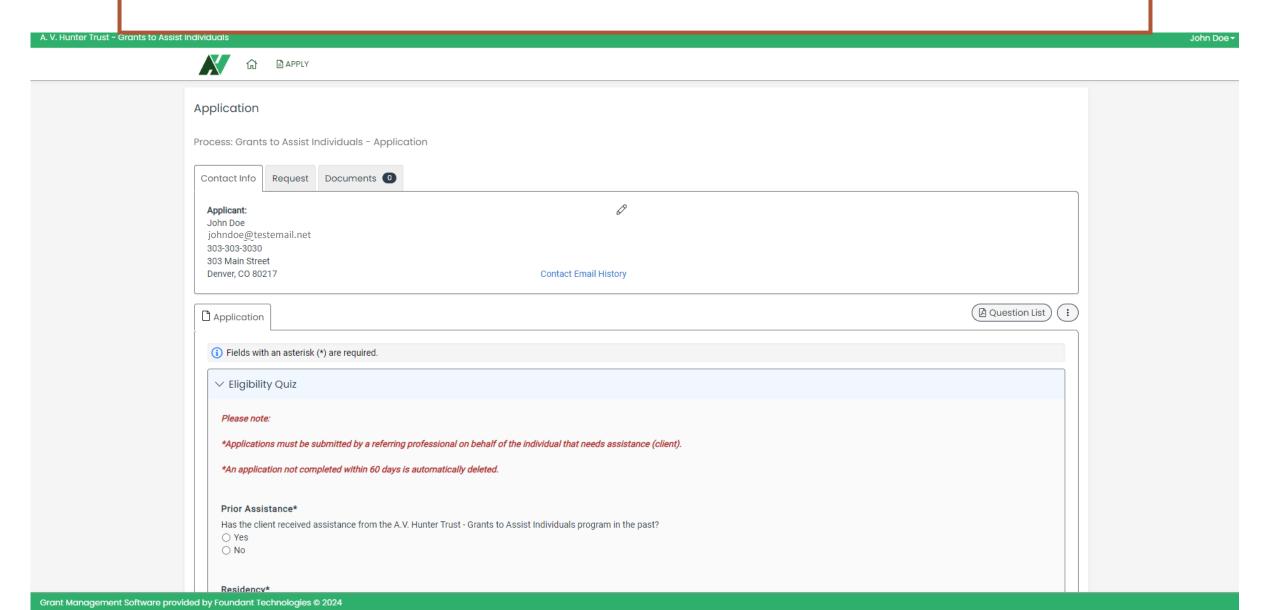2. Click on the "Apply Again" button in the pop-up window.

1.

2.

Fill out all required fields marked with an asterisk*. The system will automatically save answers after they are entered.

A. V. Hunter Trust – Grants to Assist Individuals   John Doe ▾

🏠   📄 APPLY

Application

Process: Grants to Assist Individuals – Application

| Contact Info | Request | Documents **0** |

Applicant: ✏️
John Doe
johndoe@testemail.net
303-303-3030
303 Main Street   **Contact Email History**
Denver, CO 80217

📄 Application   📄 Question List   ⋮

ℹ️ Fields with an asterisk (*) are required.

∨ Eligibility Quiz

Please note:

*Applications must be submitted by a referring professional on behalf of the individual that needs assistance (client).

*An application not completed within 60 days is automatically deleted.

Prior Assistance*
Has the client received assistance from the A.V. Hunter Trust - Grants to Assist Individuals program in the past?
○ Yes
○ No

Residency*

If your client is NOT eligible for funding, you will see a red warning message right after the Eligibility Quiz section. If they are NOT eligible, do not fill out or submit the application.

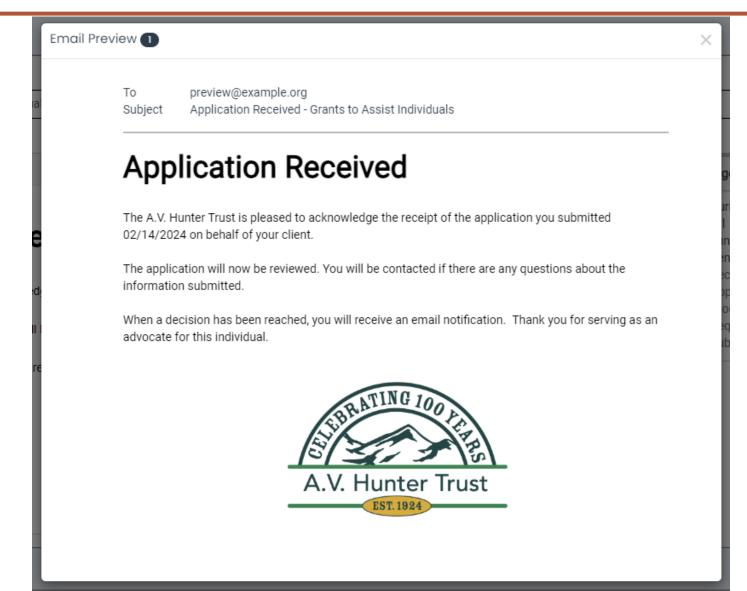If your client IS eligible, no message will appear, and you can continue to fill out and submit the application.

A. V. Hunter Trust -   John Doe ▾

Residency*
Has the client been a legal resident of the state of Colorado for the last 12 consecutive months prior to the date of the application?
○ Yes
○ No

Substance Abuse*
Does the client have a history of drug or alcohol abuse?
○ Yes
○ No

Type of assistance*
The client may request funding toward one of the following:
○ Section 1: Dental procedures (Fillings, Extractions, Dentures, and Partials).
○ Section 2: Durable Medical Equipment (Hearing Aids, Prosthesis, Walkers, and many more items).

What is the amount of assistance requested?*
$ [   ]

⌄ Not Eligible for Funding

Based on the answers given in the Eligibility Quiz section, your client is NOT ELIGIBLE for funding through the Grants to Assist Individuals program. You can stop here. Do not click "Submit". If you have any questions or need any additional information, please email Kary Cramer at kary@avhuntertrust.org.

⌄ Client Information

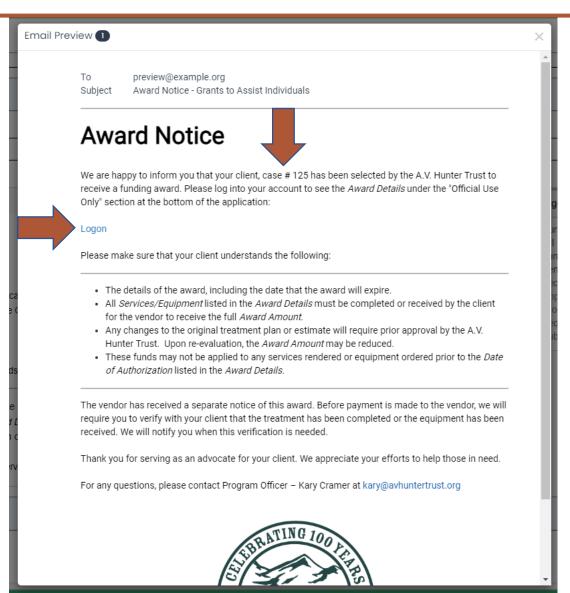When the application is complete, scroll to the bottom of the page and click "Submit Application."
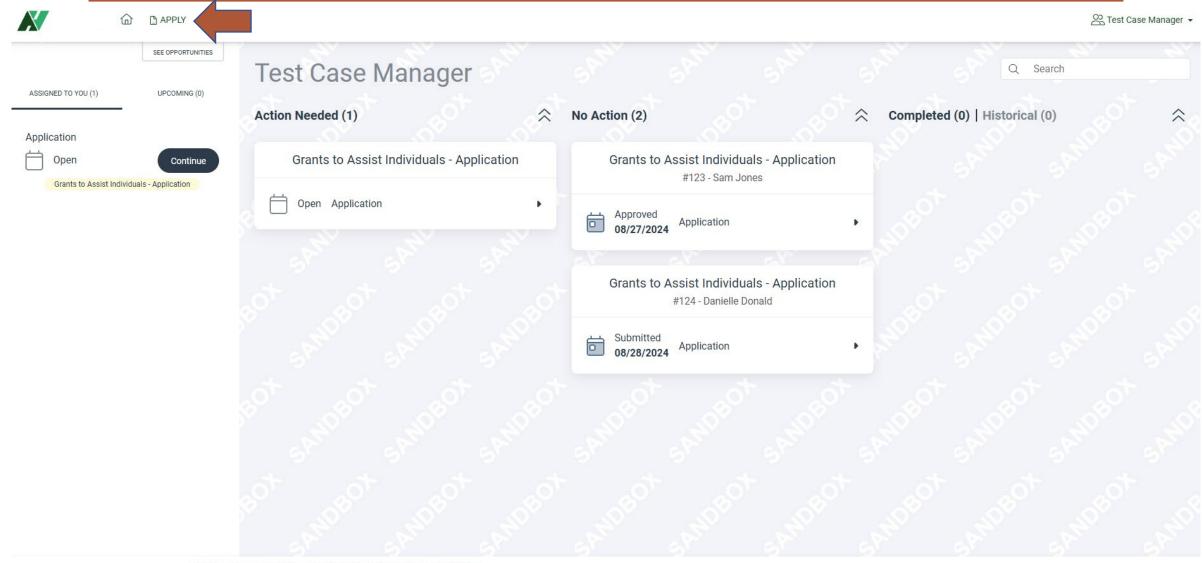
Do NOT fill out the Official Use Only section!

After the application has been submitted, you will receive a confirmation email from the following email address: A.V. Hunter Trust – Grants to Assist Individuals <administrator@grantinterface.com>

After the application review has been completed, you will receive an email confirming that the application has been approved or denied. The email will reference a Case Number and prompt you to log into your account to view the decision details.

Email Preview ①

To   preview@example.org
Subject   Award Notice - Grants to Assist Individuals

Award Notice

We are happy to inform you that your client, case # 125 has been selected by the A.V. Hunter Trust to receive a funding award. Please log into your account to see the *Award Details* under the "Official Use Only" section at the bottom of the application:

Logon

Please make sure that your client understands the following:

- The details of the award, including the date that the award will expire.
- All *Services/Equipment* listed in the *Award Details* must be completed or received by the client for the vendor to receive the full *Award Amount*.
- Any changes to the original treatment plan or estimate will require prior approval by the A.V. Hunter Trust. Upon re-evaluation, the *Award Amount* may be reduced.
- These funds may not be applied to any services rendered or equipment ordered prior to the *Date of Authorization* listed in the *Award Details*.

The vendor has received a separate notice of this award. Before payment is made to the vendor, we will require you to verify with your client that the treatment has been completed or the equipment has been received. We will notify you when this verification is needed.

Thank you for serving as an advocate for your client. We appreciate your efforts to help those in need.

For any questions, please contact Program Officer – Kary Cramer at kary@avhuntertrust.org

CELEBRATING 100 YEARS

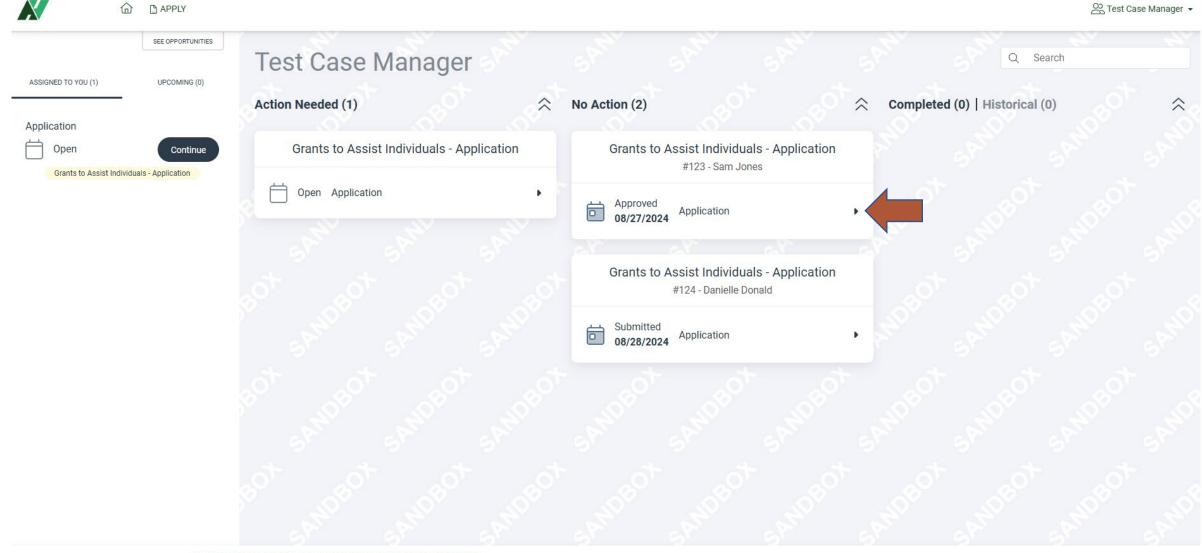When you log into your account, your Dashboard page will show you all of the applications that you have submitted. You can also click the "Apply" link at the top of the page to submit a new application.

If an application review process has begun, it will then show the Client's name along with the Case Number.

To view the application details, click on the right arrow next to the word "Application."

Scroll to the bottom of the application to view the "Official Use Only" section to see the Date of Authorization, Award Expiration Date, Services/Equipment Approved, and the Award Amount.

A. V. Hunter Trust – Grants to Assist Individuals   👥 John Doe ▾

🏠   📄 APPLY

Referring Professional Signature*

The Referring Professional and referring agency agree to defend, indemnify, and hold the A.V. Hunter Trust harmless from any and all claims, disputes, liabilities or causes of action arising out of the agreement to provide assistance, or the providing of assistance, or arising out of services and goods sold or provided to recipients of assistance through the A.V. Hunter Trust, Inc.

John Doe

Referring Professional Signature*

By signing below, I confirm that I have verified the information included in this application to the best of my ability and do not have any reason to doubt the validity of the information provided.

John Doe

∨ Official Use Only – DO NOT FILL OUT THIS SECTION

Date of Authorization

📅 02/14/2024

Award Expiration Date

📅 04/14/2024

Services/Equipment Approved

Fillings

Award Amount

$ 500.00

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