



Helping build families through the gift of adoption

We understand the complexity and stress that is involved in the adoption process. It requires tremendous time, effort and energy. Our goal is to help make the financial requirements more manageable. Our philosophy is simple - there are homes that needs babies and there are babies who need homes. We want to help make adoption happen for more families. The theory behind Griffin's Gift is that it becomes a perpetual fund where zero percent loans are given and with each repayment, a new family is awarded the loan; one family helps to create the next.

Below is a checklist to help in the collection and completion of the necessary paperwork. We ask that applicants keep copies of all documents provided to Griffin's Gift. Please understand that incomplete applications will not be reviewed. If applicants have questions about the process or would like to check on the status of an application, send an email to griffinsgift@gmail.com. Please use the applicant's last name in the subject line of the email. The board will post schedules and timetables for reviewing applications on our website, please visit www.griffinsgift.org. All completed applications are to be mailed to:

Griffin's Gift
Attn: Application Committee
P.O. Box 361
Danvers, MA 01923

Application Checklist

Forms to be downloaded & completed

- Family Information Form (F1)
- Financial Statement (F2)
- Monthly Budget (F3)
- Adoption Expense Form (F4)
- Consent Form (F5)

Forms provided by applicant

- Cover Letter
- Home Study
- Previous two years' of tax returns
- Employer Income Verification letter(s)
- Picture of applicant/family
- Letter of recommendation from agency
- Copy of driver's license(s)
- Credit score report
- Family video (optional)

Please email 3 weeks after you submit your application to ensure that your file is complete.

We are committed to processing all applications in a timely manner. However, due to the volume of applications we receive, we are unable to follow-up with families regarding incomplete applications.

If your status changes and you wish to withdraw your application, or your anticipated travel changes, please contact Griffin's Gift. Thank you for your effort in applying to Griffin's Gift.



Loan Application - Family Information Form (F1)

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Applicant Name(s): _____

Email Address: _____

Phone Number: _____

Address: _____

Marital Status: _____

Current Family Profile

Number of Children: Biological _____ Adopted _____ Foster _____

Number of Children living in your home: _____

Names and Ages of Children: _____

Please list any other people residing in your household: _____



Adoption Agency Information

Name of Adoption Agency: _____

Contact Person: _____

Address: _____

Home Study Agency Name (if different from above): _____

Address: _____

Adoption Process Information

Are you currently a "waiting" family? _____

If yes, how long have you been waiting? _____

If no, where are you in your adoption process? _____

Number of trips required (if known): _____

Number of people traveling: _____

Cover Letter Requirements

When compiling your application documents, please include a cover letter from your family. In your cover letter our foundation would like to hear your responses to the following questions. If you would like to include an **optional** family video for us to get to know your family be sure to check the box below. Videos can be shared via email, or you can mail a zip drive with your documents. Videos can be emailed to griffinsgift@gmail.com.

Questions to Address:

1. How did you hear about Griffin's Gift?
2. What is your motivation for wanting to adopt a child?



3. Why should your family be chosen?

Loan Application - Financial Statement (F2)
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Applicant 1 Name: _____

Applicant 1 Occupation: _____

Applicant 1 Employer: _____

Applicant 1 Yearly Income: _____

Applicant 1 Other Income (Social security, disability, etc.): _____

Applicant 2 Name: _____

Applicant 2 Occupation: _____

Applicant 2 Employer: _____

Applicant 2 Yearly Income: _____

Applicant 2 Other Income (Social security, disability, etc.): _____

Joint Assets and Liability Information

Assets:

Home (estimated market value): _____

Other property (estimated market value): _____

Saving account balance: _____



Checking account balance: _____

Assets (continued):

Stocks: _____

Bonds: _____

401K/Retirement Accounts:

Other assets (please describe): _____

TOTAL Assets

Liabilities

Mortgage: _____

Mortgage on other properties: _____

Home Equity Loan: _____

Credit Card Balances: _____

Other Loans (please describe - medical,
Educational, etc.) _____

TOTAL Liabilities

Can you borrow from your retirement for this adoption? YES NO

Can you borrow against your home for this adoption? YES NO



Do either applicant have any past credit issues, such as bankruptcy or delinquent accounts? If yes, please explain:



Loan Application - Monthly Budget (F3)
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Applicant(s) Name(s): _____ Date: _____

Net Monthly Income: (income after taxes)

Please be sure to include additional proof of income in addition to pay stubs if applicable.

Applicant 1: _____

Applicant 2: _____

Alimony/Child Support: _____

Bonuses: _____

Other (Social Security, disability, military, etc) _____

1. Total Monthly Income: _____

Monthly Household Expenses:

Mortgage/Rent: _____

Home Equity Loan (if applicable): _____

Utilities: _____

Insurance (home, life, medical, etc.): _____

Groceries/Personal Care Items: _____

Medical/Prescription Expenses: _____

Clothing: _____

Home Repair/Maintenance: _____

Parent/Child Educational Expenses: _____

Car Expenses (payments & insurance): _____

Alimony/Child Support: _____

Retirement Contributions: _____

Other: _____

2. Total Monthly Expenses: _____



Bank, Credit Card, and Education Loans:

Account Name	Current Balance	Monthly Payment

3. Total Bank, Credit Card, and Education Monthly Expense: _____

4. Monthly Income (enter amount from line 1) _____

5. Grand Total of Monthly Expenses (add totals from lines 2 and 3)

6. Monthly money balance (subtract line 5 from line 4) _____



Loan Application - Adoption Expenses (F4)

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We understand that these amounts listed may need to be approximations. Please fill in the information to the best of your current knowledge.

Expense	Total Cost	Amount Paid
Agency Fees		
Secondary Agency Fees		
Home Study		
Anticipated Travel Expenses		
Totals:		

Please inform our foundation of any other support you have received.

Funding Source	Amount	Loan or Grant	Pending (Yes/No)	Approved (Yes/No)	Funds Received (Yes/No)

Will you receive any employer reimbursement before or after the adoption is complete?

YES _____ NO _____ Before _____ After _____ Reimbursement Amount: _____

What amount of money do you have saved for this adoption? _____



How much do you wish to borrow from Griffin's Gift (\$40,000 max loan)? Please note, money is to be used for placement costs, birth mother's postpartum costs, travel expenses, etc. Money will not be distributed to families for expenses accrued prior to the birth mother's termination of rights. _____

How do you plan to complete the adoption if you do not receive a loan from Griffin's Gift?

If awarded a loan in the amount you are requesting, what is your ideal repayment schedule (Please include monthly payment amount and number of months needed for repayment)?



Loan Application - Consent Form (F5)

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I _____(adoptive parent Number 1) and I _____
(adoptive parent number 2),

1. Give Griffin’s Gift permission to contact the adoption agency and social worker who are assisting us in our adoption process. It is our understanding that information obtained via telephone or in writing will be used to determine loan qualification.
2. Give Griffin’s Gift permission to obtain a recent credit report for the purpose of loan determination and subsequent credit reports during the term of any outstanding loan for compliance with borrower’s representations and covenants.
3. Understand that any false or misleading answers on the application or subsequent documents will be grounds for loan denial or revocation of previously approved loans.
4. For the benefit of Griffin’s Gift donors and Board of Directors, if given a loan, we agree to provide an adoption summary and photographs to be used by the foundation, once the adoption has been finalized.

_____Yes _____No

5. Once the adoption process is complete, we give Griffin’s Gift the right to use our first name, quotes, and/or photos and images of our family on their website, and/or printed material, with the purpose of helping other families who are adopting.

_____Yes _____No

We understand that the answers given for questions 4 and 5 above will have no effect on loan determination.

Adoptive parent number one’s signature

Date_____

Adoptive parent number two’s signature

Date_____

Notary’s signature

Date_____