



It's a Breast Thing, Nonprofit Inc.

P.O. Box 743 | East Lansing, MI 48826

www.itsabreastthing.org | info@ItsABreastThing.org

"Enriching the lives of breast cancer patients on their journey to better health"

Procedure for Grant Application & Approval Process

The following information explains the application and approval process to apply for a grant from It's a Breast Thing. Income requirements are based on 4 times the poverty level for family size. If the patient resides within the designated Mid-Michigan area AND is receiving treatment within the same Mid-Michigan area, they are eligible for an IBT Grant. The counties include *Eaton, Ingham, Clinton, Shiawassee, Gratiot, Saginaw, Ionia, Kent, Barry, Calhoun, Washtenaw, Livingston, Genesee, Montcalm, Jackson, Bay, Isabelle, Mecosta and Midland*. The patient must also complete the grant application requirements.

1. Applicant receives information from the Doctor, Nurse, Case Manager or friend on what is required to receive a grant from It's a Breast Thing.
2. Applicant is required to complete the application on both sides and sign it. All required documentation and application are mailed to the address on the application. The following documents **MUST** be submitted with the application or it will not be considered:
 - Completed application with applicant signature.
 - Copy of applicant's birth certificate OR passport.
 - Copy of applicant's drivers license OR State ID.
 - Letter signed by the treating Doctor for breast cancer and it must be on the Doctor's letterhead.
 - Income verification in the form of:
 - a. Copy of Federal Income Tax Return
 - b. Copy of W2
 - c. Copy of Social Security Income Benefits/Social Security Disability Benefits
3. Once the application and supporting documentation is received, our Patient Navigator will review all documents. If all required documentation has been received and the applicant meets all the necessary requirements, the application will be approved.
4. If all the necessary documentation is not received and/or the application has not been completed properly, the applicant will be contacted via email if one has been provided, informing them what information is needed. If no response to our email after two weeks, applicant will be contacted by phone if a number has been provided.
5. Once the additional documentation and/or application has been properly completed, the application will be reviewed again and if all requirements are met, the grant is awarded.