

STEP-BY-STEP GUIDE: HOW TO APPLY FOR THE SUPPLEMENTAL RESPITE GRANT PROGRAM (SRGP)



The [Supplemental Respite Grant Program \(SRGP\)](#) supports primary caregivers by providing funding for supplemental respite services. This grant allows you to hire the person of your choice to help you with housekeeping, meal prep, laundry, lawn care, snow removal, transportation, and technology.

The SRGP Overview, Policy, and Procedure Form can be found [here](#).

Step 1: The family/primary caregiver (applicant) completes the [Eligibility Criteria Form](#).



Step 2: The ADRC or County submits the [Supporting Documentation Form for RCAW Grant Programs](#).



Step 3: RCAW receives and reviews the Eligibility Criteria Form & Supporting Documentation Form, and qualified candidates will be emailed a link to the SRGP application.



Step 4: The family/primary caregiver (applicant) completes and submits the application; RCAW will notify them via email if their application is approved with a link to the [Grant Report](#).



Step 5: Approved applicants will receive the grant funds via USPS.



Other:

- Applicants must use the supplemental funds within 60 days of receiving them.
- Applicants must track expenses using the [Grant Report](#).
- Applicants must keep receipts and invoices for services rendered and purchases made with the funds.
- Each quarter, RCAW will select applicants to audit at random.
- If an applicant is chosen for an audit and cannot provide a completed SRGP Grant report with receipts or invoices, they will immediately be ineligible for future funds and may have to repay RCAW for the SRGP grant funds.

This form is a high-level overview of the SRGP. For more information on the program, visit the [webpage](#).