

## ASAP – How to File

To file your ASAP grant application simply go to [www.kofc.org/asap](http://www.kofc.org/asap). Once there, click on the big yellow button that says, "Apply Today." This will take you to the online application form.

Before filing, please make sure to have the following in hand:

- A copy of the **signed** W9 tax form from the organization to whom you gave the donation to. This will be uploaded on the website at the end of the application form.
- The organizations EIN - this should be on the W9
- A copy (front and back) of the canceled donation check (get this from your bank). Alternatively, you can submit a signed copy of the [Donation Receipt Letter](#). This will also be uploaded on the website at the end of the application form.
- Your GK's name, email address, and KofC membership number.

Once you fill out the form, upload the requested documents, and hit the submit button your GK should then receive a reply email back from Supreme indicating whether your application has been accepted or not. If something is missing, they will notify you as to what. Once you receive an approved response email, PLEASE forward a copy of that to me so that I can keep track of which Councils have participated in this program and to which organizations they have donated to.

Once Supreme has processed your application, the \$100 grant check will then be sent to your FS - Supreme does not send this directly to the organization. It will then be up to the Council to deliver that check to the organization. Please note, it is taking Supreme several months to get these checks out.

If you have not done so already, I would highly suggest making your donation in person and taking a few pictures. Share those with your Council and send copies/info to Marco Gonzales, our Knights PR coordinator - [marcoabraham94@outlook.com](mailto:marcoabraham94@outlook.com) so that he can promote your good work on our social media sites and/or other platforms.

If you have any questions or issues with any of this, please feel free to reach out to me and I will do what I can to help.

Thank you for your participation in this program!

Vivat Jesus!

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