



## APPLICATION FOR FINANCIAL ASSISTANCE

### Grant Application

1. Applicant Information
  - Name and complete contact information
  - If applicant has dependents, please complete this section
2. Funding Request
  - Complete all questions on page 3.
  - Be sure to describe the situation and costs the applicant/family has already paid.
  - Copies of invoices must be attached and submitted with this application.
  - All invoices submitted must be the most current/recent amounts due.
3. Other Sources of Funding/Support
  - Complete questions on page 4 about other sources of funding and/or support
4. Financial Information
  - Please list the monthly expenses and sources of income
  - All lines MUST be filled for application to be considered.
  - The number 0 and N/A are not accepted.
  - If it is zero value, enter \$0.00.
5. Health Insurance and Medical Information
  - Please complete questions on page 6 regarding insurance, deductible, prescriptions, policy, etc.
6. Employment Status of Applicant
  - Complete information on page 6
7. Additional Considerations
  - Use this opportunity to provide additional circumstances or situations the review committee should be aware of that may assist in making a determination
8. Submit a completed company verification form
  - This form needs to be completed by applicant's immediate supervisor, company owner or human resource department.
9. Please reach out to AWCI CARES with any questions about the application or process.

**I. AWCI MEMBER COMPANY EMPLOYEE APPLICANT INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Male  Female Date of Birth \_\_\_\_\_

Marital Status  Married  Separated  Divorced  Unmarried

**APPLICANT INFORMATION** To be completed if the applicant is not the AWCI Member Company employee (i.e. spouse, widow or other authorized family member).

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Male  Female Date of Birth \_\_\_\_\_

Marital Status  Married  Separated  Divorced  Unmarried

**Dependents of Applicant**

Name	Date of Birth	Relationship to Applicant	Live with Applicant?

**II. Funding Request**

Please indicate the amount of dollars you are requesting. \$\_\_\_\_\_

Specify emergency financial needs by listing amounts and creditors below.

Copies of invoices must be attached and submitted with this application.

All invoices submitted must be the most current/recent amounts due.

Amount	Creditors
\$	
\$	
\$	
\$	
\$	

**On a scale of 1 to 5 using the descriptions below as guidance, please indicate your level of need.**

**Number = \_\_\_\_\_**

*1 = It would be rewarding to receive financial assistance but will not experience additional hardship without it.*

*2 = I will experience substantial hardship without financial assistance.*

*3 = My immediate family or I have received or am about to receive critical medical services and am unable to pay for part or all of the expenses.*

*4 = I am facing personal bankruptcy.*

*5 = I am unable to continue to provide housing, utilities and enough food for my immediate family or myself*

**All grants awarded are paid directly to creditors, not applicant.**

Please describe the costs the applicant/family has already paid for the situation that led to this application.

### III. Other Sources of Funding/Support

AWCI CARES was created to be a program of last resort for individuals and families in crisis. As such, please provide information on other sources applied to for assistance, the date the request was made and results of this outreach.

- 1) Has your employer or co-workers contributed financial or other assistance to help alleviate your difficulties?

If yes, please indicate the financial or other assistance type and the level of assistance.

- 2) Has any other agency/organization provided financial or other assistance to help alleviate your difficulties?

If yes, please list the agency/organization and the financial level or type of assistance.

- 3) Have you received any contributions from a Crowdfunding source (e.g. GoFundMe, Kickstarter, etc.)

Yes  No

If yes, please list the source and the financial amount of assistance.

- 4) Have your received any financial or other assistance from a Victims of Crime Assistance program?

Yes  No

If yes, please list the source and the financial amount of assistance.

- 5) What will it mean to you personally and financially to receive assistance?

- 6) Has the applicant and/or his/her family received professional support services such as a licensed social worker?  Yes  No

**IV. Financial Information**

- All lines **MUST** be completed for application to be considered.
- The number 0 and N/A are not accepted. If it is a zero value, enter \$0.00.

Estimated Monthly Family Expenses	Family Assets
Rent/mortgage:	Checking:
Health Insurance:	Savings/CD:
Utilities/phone:	Money Market:
Child care:	Stocks/Bonds:
Transportation:	Real Estate Primary Residence:
Medical bills/other debt:	Real Estate - Second Home:
Food:	Retirement (if applicant is deceased):
Disability Insurance:	Life Insurance (if applicant is deceased):
Term Life Insurance:	Other:
Whole Life Insurance:	Other:
Other:	Other:
<b>TOTAL \$</b>	<b>TOTAL \$</b>

Check all other sources of income and indicate income from each	
<input type="checkbox"/> Social security/retirement	<input type="checkbox"/> Alimony
<input type="checkbox"/> Pension	<input type="checkbox"/> Public assistance
<input type="checkbox"/> Salary	<input type="checkbox"/> Short term disability
<input type="checkbox"/> In-kind (room and board)	<input type="checkbox"/> Child support
<input type="checkbox"/> Rent from second home	<input type="checkbox"/> SSD (Soc. Sec. Disability)
<input type="checkbox"/> Family/friends	<input type="checkbox"/> SSI (Supplemental Security Income)
<input type="checkbox"/> Unemployment	<input type="checkbox"/> Other company benefits
<input type="checkbox"/> Sick leave	<input type="checkbox"/> Crowdfunding source (e.g. GoFundMe, Kickstarter, etc.)
<input type="checkbox"/> Other union benefits	<input type="checkbox"/> Victims of Crime Assistance program
<input type="checkbox"/> Alimony	<input type="checkbox"/> Other

**TOTAL monthly family income:** \_\_\_\_\_

**Bankruptcy Filed or Pending:**  No  Yes \_\_\_\_\_

Date, status, amount \_\_\_\_\_

**Bills currently in Collections:**  No  Yes \_\_\_\_\_

Date, status, amount \_\_\_\_\_

**V. Health Insurance and Medical Information**

- Does the applicant have medical insurance?  Yes  No
- What is applicant's deductible? \_\_\_\_\_
- What percent of expenses are covered after the deductible has been met? \_\_\_\_\_
- Is the applicant's spouse/dependent family covered by this policy (if applicable)?  Yes  No
- Are prescription drugs covered?  Yes  No
- Are office visits covered?  Yes  No
- Policy expiration date \_\_\_\_\_

**Indicate type of insurance**

<input type="checkbox"/> Medicaid	<input type="checkbox"/> Medicaid pending	<input type="checkbox"/> Emergency Medicaid
<input type="checkbox"/> Medicare only	<input type="checkbox"/> Medicare plus Medicaid	<input type="checkbox"/> Medicare plus other supplemental
<input type="checkbox"/> Public health insurance	<input type="checkbox"/> Private health insurance	<input type="checkbox"/> VA program
	<input type="checkbox"/> Charity coverage	

**VI. Employment Status of Applicant.** Please check appropriate box below.

- Employed       Self-employed       Unemployed       N/A

Employer Name \_\_\_\_\_

Employer Location \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Last Job Title/Occupation with Employer \_\_\_\_\_

Supervisor/Contact Number \_\_\_\_\_

If not currently working, date expected to return to work \_\_\_\_\_

**VII. Additional Considerations**

Are there any other circumstances or situations that may assist in making a determination?

**VIII. Please submit a completed company verification form.**

**IX. Please submit current supporting documentation with application. This includes copies of most current/recent invoices as of date of application fulfillment.**

**X. Authorization. Please initial each point listed below and sign at the bottom.**

The high demand for assistance through the AWCI CARES program demands that we continue to provide financial aid to employees of AWCI member companies while being good stewards of the pledges to our program and honoring our legal and ethical guidelines. Incomplete applications will not be evaluated.

All information contained in this application will be retained by AWCI CARES and revealing details (including names, location and employer) will not be released to any other party without the express written consent of the applicant. The application, once verified, will be sent to the AWCI CARES Leadership Team for review with the applicant names, locations, employers and creditors removed to ensure that an unbiased decision will be made on the case.

I certify the information in this application to be factual. I understand that AWCI CARES and the Foundation will not consider an incomplete, misleading or inaccurate application.

I understand that if my grant request is approved, AWCI CARES will not send any funds directly to me, but will instead remit payments to the vendors as listed in my application and approved by AWCI CARES.

I understand that AWCI CARES will not consider paying for the following items:

- Arrearages not directly related to the current situation
- Credit card payments not directly related to the situation
- Cable/satellite TV invoices
- Telephone or other telecommunications bills that are the result of excessive use
- Any costs associated with a second vehicle
- Cosmetic repairs to vehicles
- Optional travel needs
- Check cashing facility bills
- Nonessential home remodeling costs
- Repayments of debts to family or friends
- Any costs associated with a second or vacation home
- Routine costs incurred by the applicant and/or family that do not directly relate to the situation warranting the application for financial assistance
- Funeral costs that include fees beyond the burial.

I understand that while grant requests should be submitted for the essential needs of the applicant and/or their family, the average grant disseminated by AWCI CARES ranges between \$2,500 and \$4,000.

This application is considered complete, once submitted. Additional bills requiring assistance will require the submission of an additional grant application. If the applicant makes any payments to the bills, invoices, etc. attached to this application while this application is under review, the applicant must make Annemarie Selvitelli aware. She can be reached at awci-cares@awci.org or (703) 538-1608.

I authorize verification of the information in this application by the Foundation on the Wall and Ceiling Industry.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**Please send completed application with **current supporting documentation** to:**

Annemarie Selvitelli, AWCI CARES/Foundation of the Wall and Ceiling Industry  
513 W Broad Street, Suite 210  
Falls Church, VA 22046  
Tel: (703) 538-1608  
Confidential fax: (703) 538-1728  
awci-cares@awci.org