



Islamic Association of the Tennessee Valley
Huntsville Islamic Center (HIC)
Application for Financial Assistance

At times, due to unforeseen emergencies, job loss or unexpected circumstances people may find themselves in need of temporary benevolent help. We understand that and when we can help out, we will do so. Because we receive so many requests for help, we have developed several guidelines to help us determine when we can be of assistance. It goes without saying, our first priority is to assist “family” - those who attend and serve at the HIC. It’s our first responsibility to mutually assist those who have made a commitment to and have invested in the HIC – as family members, volunteers and givers – with the first opportunity for benevolent help when needed.

If and when we have additional resources, we may be able to help those who are not a part of the HIC family, but this cannot be guaranteed. In the event we are not able to assist you, we are glad to refer you to other agencies in the greater Huntsville area that may be able to provide you with assistance as well.

Qualifications For Priority in Receiving Hardship Assistance:

1. Must not have already received financial assistance from HIC in the past 6 months. (This allows us to assist others.)
2. Must fill out a “Request for Financial Assistance” application and submit it to the HIC Hardship Team.
6. Should expect up to 2 weeks for a Hardship Assistance Request to be processed.

Guidelines For Hardship Assistance:

1. Hardship Assistance will be a one-time assistance in a 6 month period.
2. Hardship Assistance will only cover the following basic needs such as:
 - a. Rent or Mortgage payment (max amount determined based on current budget.)
 - b. Food – through a Gift Card
 - c. Basic utilities such as Water, Electricity, Natural Gas/Heat, etc.
3. Hardship Assistance **will not cover** such items as:
 - a. Telephone/Internet/Cable
 - b. Car payment
 - c. Automobile insurance
 - d. Items not considered an “*essential need*” as determined by the HIC Hardship Team

Procedure For Requesting Hardship Assistance:

If you meet the guidelines above, please fill out a Request for Hardship Assistance Form and return it to the HIC. We will contact you once we have a chance to review your request.

FAX to: 256-721-1714 - Attention: HIC Hardship Assistance Team

Mail to: Huntsville Islamic Center
1645 Sparkman Drive
Huntsville, AL 35816
Attn: HIC Hardship Assistance Team

Email/Inquires: [*HICHardship-committee@huntsvilleislamiccenter.org*](mailto:HICHardship-committee@huntsvilleislamiccenter.org)

Drop Off: Applications may be dropped off at the Huntsville Islamic Center

Please allow up to two weeks for approval.

Pease detach and keep for your records, and submit the application on the following pages to the HIC Hardship Assistance Committee.

Huntsville Islamic Center (HIC)
Application for Financial Hardship Assistance

Date of Application: _____

Name of Applicant _____

Address _____ City _____ State _____ Zip Code _____

Telephone: _____ Email Address: _____

SSN: _____ Drivers License No. including State: _____

HIC financial assistance is provided during an immediate financial crisis. The reason for the need must be temporary, unexpected, and unavoidable. **Please check those circumstances which apply to you:**

___ Emergency hardship. A temporary loss of income due to things such as job loss, car repairs, fire, theft, death, or victim of crime.

___ Disabled or off work due to injury or illness.

___ Other. _____

___ I need help with Rent in the amount of \$ _____

___ I need help with Utility Bill in the amount of \$ _____

___ I need help with Auto Repair in the amount of \$ _____

___ Other, please specify need and amount _____

Briefly Describe the hardship/issue for which you are requesting assistance:

1. Employment status: Are you currently employed? Yes No

Full-time Part-time # of Hours/week _____ Unemployed

EMPLOYMENT: Please list your place of Employment, Name of Employer, and telephone number. If unemployed, state N/A.

Place of Employment: _____

Address: _____

Telephone Number: _____

2. Marital status: Married Single Divorced Widowed

Total # living with You: ____ Number of children under 18: _____,

Ages: _____

Other individuals living in the home: over 18 living in the home

3. Do you attend HIC on a regular basis? Yes No

How often? Once a week Once a month Other

Please provide the following:

____ Documentation of the reason for your crisis, (termination letter, doctor's letter, police report, etc.)

____ Photo ID

____ Social security card for everyone in the household

____ 2 Proofs of residence. (lease, a rent receipt or mortgage documents, etc.,)

____ Documentation of all income sources, including most recent pay check/stub, employment verification letter, child support documents, and copies of all financial assistance award letters (etc., SSI, Unemployment).

____ All most recent utility bills: electric, gas, water, phone **OR** ____ Utilities included in lease in writing

PERSONAL REFERENCES: Please provide three (3) local Personal References or someone you know from the Huntsville Islamic Center

1. Name _____ Contact Tel# _____

2. Name _____ Contact Tel#: _____

3. Name _____ Contact Tel #: _____

I verify that I have answered the above questions as honestly and accurately as possible

SIGNATURE

DATE

FOR OFFICE USE ONLY

Date of Interview: _____

Interviewed By: _____

Approved: _____ Amount Approved: \$ _____

Disapproved: _____ Reason for Disapproval _____

Recommendation/Remarks: _____
