



Funds Application Form

APPLICATION REFERENCE NUMBER _____

FORM GUIDANCE

Before starting this form you should be aware you will be accountable to Allah on the day of judgement for all the information provided within this form, incorrect, false or misleading information will have an impact in this world and the hereafter.

Filling in this form

To allow your form to be processed in a timely manner please ensure **ALL** the information provided in this form is accurate and as detailed as possible. Your full financial situation must be given.

Forms submitted with incomplete information may result in your application being delayed or rejected.

Simply applying for funds does **NOT** mean automatic approval of your application.

For help completing this form please email zakah@kindnessforhumanity.org.uk

What to submit

Please provide clear photocopies **to the best of your ability from** the following documents with your application (if applicable)

- Your photo ID (this must be a passport, driving licence or any similar official government issued ID) **(MUST)**
- ID for all dependents mentioned within this form (copies of passport or birth certificates)
- Rental, tenancy or mortgage agreement
- Council tax
- Benefit payments (includes child benefit, child or working tax credit, job seekers allowance, disability allowance, housing and council tax benefits, child maintenance payments, universal credits or any other form of benefit or credits) **(MUST)**
- Proof of income (your most recent payslip)
- Bank statement (most recent) **(MUST)**
- Utility bills (most recent)
- Documented / written proof of debts
- Other document/s that outline your financial or immigration status

Application process & decision

The K4H Fund will examine your application and contact the two references, one who may be a family or friend and the second to be from a person of good standing in their community e.g. Imam or GP to verify your information.

Whilst processing your application the K4H Fund may contact, in confidence, other organisations or individuals it sees fit in order to help reach a decision on your application.

The approximate processing time for applications is 10 working days. This may be extended if the K4H Fund needs further information to help reach a decision.

If your application is successful you may not necessarily receive the full amount requested. Any funds paid may include: payment by means of supermarket vouchers or similar forms of acceptable means of exchange for goods and services, payment directly to your landlord or payment directly to your creditors.

How to submit this form

BY EMAIL: Please scan the complete form and email it to zakah@kindnessforhumanity.org.uk

Section 1 - Personal Details

| | | | |
|---|----------------|---|--|
| Full Name: | | Sex: | |
| Address & How long you have lived here: <i>(if you have lived at this address for less than 12 months what made you move here)</i> | | | |
| Do you live alone or share House/Flat with others: | | | |
| Age: | | Religion: | Sunni <input type="checkbox"/> Shi'a <input type="checkbox"/> Other (please mention): <input type="text"/> |
| Marital Status: | | National Insurance Number <i>(if applicable):</i> <input type="text"/> | |
| Health/Disability: | | | |
| Employment Status: | | | |
| Phone: | Mobile: | | Home: |
| Email: | | | |
| Descendent of the Prophet (SAW): <i>(Are you a descendent of the Prophet (SAW) i.e. are you a 'Syed')</i> | | | |
| Immigration/ Nationality Status: | | | |
| Previous Reference Number/s: <i>(If you have applied to the K4H Fund for assistance before please provide the application reference and date you applied)</i> | | | |

Section 2 - Dependent Details

Provide the names of any children or dependents living with you who financially depend on you for their needs.

| Full Name | Age | Status (i.e. school, work, unemployed, retired, etc.) |
|-----------|-----|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Section 3 - Personal Statement

Provide a detailed statement outlining the reasons why you need financial assistance. The statement **MUST** also fully justify the amount of funds you are requesting by providing a detailed itemised breakdown of what the funds will be spent on. You **MUST** also explain how you are currently meeting your personal, family and other expenses. Attach any documents to this form that may support your statement. At the end of your statement please also state what endeavours, if any, you will be undertaking to improve your financial situation to help you become financially independent. (Continue on a separate paper if required)

| Amount of funds requested (£) | Amount (£): |
|--|-------------|
| | |
| How did you find out about the K4H Fund? | |
| | |

Section 4 - Saving & Assets

Provide full details of ALL savings and assets you have:

| Type | Amount (£) |
|--|------------|
| Cash in hand and in the Bank | £ |
| Gold | Grams |
| Silver | Grams |
| Property | £ |
| Stock & Shares | £ |
| Money owed to you (i.e. money you have lent to others) | £ |
| Other (please mention) | |

Section 5 - Income

Provide full details of ALL income you have received over the past 6 months:

| Type of Income | Amount (£) | Last Received | Frequency |
|---|------------|---------------|-----------|
| Job | £ | | |
| Job Seekers Allowance | £ | | |
| Income Support | £ | | |
| Child Tax Credits | £ | | |
| Working Tax Credits | £ | | |
| Child Benefit | £ | | |
| Pension | £ | | |
| Housing Benefit | £ | | |
| Council Tax Benefit | £ | | |
| Food Stamps/Vouchers | £ | | |
| Other i.e. Child Maintenance Payments, Maternity Pay, Universal credits, investments, stock/shares, rental income etc.(Please mention): | | | |

Section 6 – Expenses

Provide full details of **ALL** your outgoing expenses:

| Expense Type | Amount (£) | Last Paid | Frequency |
|--|------------|-----------|-----------|
| Rent/Mortgage (please choose) | £ | | |
| Council Tax | £ | | |
| Food/Clothing | £ | | |
| Utility Bills: Gas, Electric, Water, Phone, Internet, TV | £ | | |
| School Fees | £ | | |
| Transport/Fuel | £ | | |
| Other i.e. child maintenance payments debts such as loans, rent/council tax arrears, etc. (Please mention): | | | |

Section 7 – Loans and Debts

Please state all the debts and loans you currently have. This can be private loans (with friends or family) or debts with companies (such as credit cards, loan companies and debts with utility companies etc)'

Section 8 - Previous Assistance

Provide full details of any previous applications you have made for financial assistance to other organisations and charities:

| Name of Organisation | Funds/Assistance Received | Date |
|----------------------|---------------------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

Section 9 – References

Give the names of two individuals with at least one reference being from a professional standpoint (e.g. teacher, solicitor, GP, caseworker, Imam/scholar, etc.).

First Reference:

| | |
|-------------------------------------|--|
| Full Name: | |
| Address: | |
| Contact Number: | |
| Email: | |
| How do you know this person: | |

Second Reference:

| | |
|-------------------------------------|--|
| Full Name: | |
| Address: | |
| Contact Number: | |
| Email: | |
| How do you know this person: | |

Section 10 - Deceleration & Testimony

I testify in front of Allah (The Most High) that the information provided on this form is true and accurate to the best of my knowledge. I agree that the information provided in this application will be utilised in connection with this request for funds from the K4H Fund. I also agree for the K4H Fund to make any necessary inquiries to verify the information provided in this form. I have provided ALL the necessary documents outlined in the 'What to submit' section and also fully understand and accept ALL the points mentioned in the 'Guidance Notes' on the front of this form. In order to meet my financial needs I agree for the K4H Nasr Fund to spend zakah funds on my behalf if my application is successful.

| | |
|--------------------|--|
| Print Name: | |
| Signature: | |
| Date: | |

OFFICE USE ONLY

| | | | |
|--|------------------------------|---|--------------------|
| Date App. Received: | | Date App. Decision | |
| Date & Sign Documents Check Completed: | | Date & Sign Refs. Check Completed: | |
| Approved: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Date Payment Made: |
| Amount Awarded (£): | | Type of Assistance: <i>i.e. zakah, sadaqa, lillha, food vouchers, etc.</i> | |
| K4H Signed: | | | |
| Date: | | | |
| App. Sign & Date (if approved): | | K4H Trustee Sign & Date (if approved) (1) Date: (2) Date: | |

PAYMENT DETAILS (OFFICE USE ONLY)

| | | | | AMOUNT (£) |
|-------------------|--|------------------|--|------------|
| App. Sign & Date: | | K4H Sign & Date: | | |
| App. Sign & Date: | | K4H Sign & Date: | | |
| App. Sign & Date: | | K4H Sign & Date: | | |
| App. Sign & Date: | | K4H Sign & Date: | | |

CHECKLIST

| Item | Submitted | Checked |
|---------------------------|--------------------------|--------------------------|
| All ID's | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Address | <input type="checkbox"/> | <input type="checkbox"/> |
| Benefits | <input type="checkbox"/> | <input type="checkbox"/> |
| Pay slips | <input type="checkbox"/> | <input type="checkbox"/> |
| Utility Bills | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Debts | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Statement | <input type="checkbox"/> | <input type="checkbox"/> |
| Immigration Papers | <input type="checkbox"/> | <input type="checkbox"/> |
| Health/Disability Papers | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 References | <input type="checkbox"/> | <input type="checkbox"/> |
| Rental/Mortgage Agreement | <input type="checkbox"/> | <input type="checkbox"/> |

Reset