

Client/Student/Employee Grant Request



REDUCING BARRIERS TO EMPLOYMENT
Affiliate Fund of Wayne County Community Foundation

To qualify:

- Yes or No Are you 18 or older and live or work in Wayne County?
- Yes or No Do you have financial need?
- Yes or No Are you in good standing for attendance and progress in your employment or training program?
- Yes or No Is this request for employment or related to employment training?
- Yes or No Is this your first grant from the Employment Resource Fund (formerly HOPE Fund)?

PLEASE COMPLETE/RETURN TO: _____

Today's Date: _____/_____/_____ Birthdate: _____/_____/_____

Name: _____

Street Address: _____

City/State/ZIP: _____

Phone: _____ Email: _____

Reason for Request: _____

Amount Requested: \$ _____ (Limit \$500*). Per person total of \$500 in grant(s) unless repaid in service or cash. (You may do volunteer service with approval of your sponsoring agency or school—or repay when successfully employed)

I will share my training or employment results with my sponsoring agency or school so they can measure the success of this program. (You can use the attached "I Am Employed" card or contact your sponsor to share your success.)

Applicant's Signature: _____

The **Employment Resource Fund** is a local, sustainable work and education fund at the Wayne County Community Foundation. For more information go to: www.EmploymentResourceFund.org

or

Employment Resource Fund, Wayne County Community Foundation, 517 N. Market St., Wooster, OH 44691

OFFICE USE ONLY

Is applicant in good standing with attendance and progress? Yes___ No___

Previous Grant Request? Yes___No___ If yes, amount of the grant? _____ What was it for? _____

Approval Signature: _____ Title: _____ Phone:(____)_____

Make check payable to: _____

Mail to: _____

*Requests for more than this amount must be pre-approved by your Employment Resource Fund Liaison or United Way's Workforce Initiative Committee.

Office Processing:

1. Agency/School Coordinator: Review, approve or deny application. If approved, sign and continue.
2. Copy application and give copy to client or student.
3. Record grant on the "**Employment Resource Fund**" Grant Log.
4. Submit request for check or process the debit transaction.
5. Check/debit paid to: _____ Amount _____ Date _____
6. File original application in "**Employment Resource Fund**" File.

Attachment: "I Am Employed" Return Card