

APPLICATION FOR ASSISTANCE

READ EVERYTHING CAREFULLY

A. This application must include a copy of your *Trustee's Action Letter*. This is standard procedure for virtually all nonprofit organizations that offer assistance. Therefore, before seeking help from us, you are expected to meet with your township trustee office. Their action letter will state the amount of help they plan to provide, and/or reasons for refusing help. We need this information to process your request.

B. Please print clearly. Answer every question. The more thorough you are, the better. Use additional paper if necessary.

C. Filling out this application does not guarantee that we will provide any assistance. We will use the information you provide both to assess and confirm your need. **We are not equipped to handle emergencies.** It may take 2 weeks or more before we contact you about any assistance we might offer.

D. We do not dispense monies to individuals seeking assistance. We will pay your utility company, landlord, or other obligation directly.

E. Please realize that our church is small and our funds are limited. Our ministry does not receive any government funding. We rely solely on the generosity of our members and therefore have a responsibility to be wise in our stewardship of the church treasury.

F. Truthfulness to all questions is expected. Your request for help will be rejected if we discover any inconsistencies in our research.

G. This information will be given to our benevolence committee for consideration. We will contact you once a decision is made. Expect to hear from us in two to three weeks. **Please do not call us.**

H. Mail to: Trinity Evangelical Church, 2715 American Way, Fort Wayne, IN 46809. If you downloaded this application from our website, we still require you to fill it out in its entirety and mail it back. Do not simply email it as an attachment.

I. All documents we receive from you remain our property and will not be returned. Therefore, send us copies, not originals.



1. Full Name _____

2. Address _____ City _____ State _____ Zip _____

3. How long have you lived at this address? _____

4. Phone _____ 5. Age _____

6. Are you employed _____ If not, go to question 7.

A. Current employer _____

B. Employer's phone number _____

C. How long have you been employed by this company? _____

7. If not employed:

A. Most recent employer _____

B. Employer's phone number _____

C. How long were you employed by this company? _____

8. Do you have a church home? _____ If not, go to question 9.

A. Name of church _____

B. How long have you attended this church? _____

C. Why did your church decline to help you with this need? _____

D. Phone number of church _____ Pastor's name _____

E. Go to question # 10.

9. Why don't you have a church home? _____

10. How do you want us to help you? (please be specific) _____

11. Explain your circumstances and the reason for having this current need.

12. What reason can you provide to show that this is not a repeating need? What makes this situation unique?

13. In order to provide funds, the church may be able to purchase non-essential items from you.

- | | | |
|---|--|--|
| A. <input type="checkbox"/> I own a television | <input type="checkbox"/> I would be willing to sell it | <input type="checkbox"/> I would <u>not</u> be willing |
| B. <input type="checkbox"/> I own a DVD player | <input type="checkbox"/> I would be willing to sell it | <input type="checkbox"/> I would <u>not</u> be willing |
| C. <input type="checkbox"/> I own an iPod / MP3 | <input type="checkbox"/> I would be willing to sell it | <input type="checkbox"/> I would <u>not</u> be willing |
| D. <input type="checkbox"/> I own a satellite radio | <input type="checkbox"/> I would be willing to sell it | <input type="checkbox"/> I would <u>not</u> be willing |
| E. <input type="checkbox"/> I own video game equip | <input type="checkbox"/> I would be willing to sell it | <input type="checkbox"/> I would <u>not</u> be willing |
| F. <input type="checkbox"/> I own a computer | <input type="checkbox"/> I would be willing to sell it | <input type="checkbox"/> I would <u>not</u> be willing |

25. Who currently lives with you?
- Children. Number of children: _____
 - Spouse
 - Other relatives. List: _____
 - Live-in boyfriend / girlfriend
 - Other non-relatives. List _____

26. **Attach a copy of each.** Do not send originals.
- Your most recent *ACTION LETTER* from the Township Trustee
 - Current driver's license or State of Indiana I.D. card
 - A copy of the utility bill, rent payment, or other invoice you need help with

27. Do we have your permission to run a police check on you? _____

28. Would you be willing to undergo financial counseling that would be provided by our church? _____

29. List other comments that may be helpful for us to know.

30. I affirm that **all** the information I have provided is true.

Signature

Date