



WZ GIVING CIRCLE Request for Assistance

Nonprofit Agency: _____ **Caseworker:** _____

Phone: _____ **Email:** _____ **Date:** _____

Amount Requested: _____

Summary of Proposal (or attach in separate document):

-Do not use client names. Redact client names and all identifying information on any attachments.

-If this is for healthcare, home improvement, automobile or rent assistance, please refer to supplemental questions on page 2 and address these questions in your proposal.

Is this a one-time need? If applicable, how does client plan to cover these and other expenses in the future?

Other agencies contacted for assistance/other funding received:

SUPPLEMENTAL QUESTIONS

Please make sure to address these questions in your proposal, if it falls into one of these categories.

Health Care Request:

- What attempts have been made to reduce the amount requested?
 - Have health care providers been contacted to negotiate a reduction?
 - Have health care institutions been contacted for charity assistance?
 - Has there been a request for a payment plan?
 - Have attempts been made to qualify for State Assistance (Medicaid)?

Home Improvement Request:

- Have bids been obtained?
- Do bids include labor and materials?
- Has an assessment been made that the structure is suitable for repair?
- Have other agencies been contacted for assistance?
- Does client own the home/property?

Automobile Request:

- Does the client have a valid Driver's License?
 - If no, can they obtain one?
- Does the client have adequate funds for auto insurance, registration, maintenance and gas?
- Are all requested repairs necessary for safe driving/reliability, or could some be done at a later date when finances aren't so tight?

Rental Assistance Request:

- Have other agencies been contacted for assistance?
- How long has client leased at this address? What is term of current lease?
- Is client in good standing with the landlord?
- Has landlord been approached regarding the situation and possible scenarios for assistance/payment options?