Zakaat Financial Assesment Form

**Filling out this form does not guarantee funds will be discharged.**

**All form enquiries will be dealt with by Newham Community Project, 259 Katherine Road, E7 8PP.**

**Application process & decision**

Newham Community Project will examine your application and contact the two references to verify your information.

Whilst processing your application the Newham Community Project 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 28 workings days. This may be extended if the Newham Community Project 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.

**Section 1:** Personal Details

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Age: |  |
| Gender: |  |
| Marital status: |  |
| Employment status: |  |
| Immigration / Nationality status: |  |
| Health status: (Any illnesses) |  |
| Phone: |  |
| Email: |  |

**Section 2:** Financial Dependants

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Relation | Age | Occupation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3:** Personal Statement

Describe your financial situation. What is your income and expenditure? How are you currently meeting your personal and family expenses? Why do you need financial assistance?

Use this box to type..

**Section 4**: Savings and Assets

|  |  |
| --- | --- |
| Cash in hand and at the bank (£) |  |
| Gold (grams) |  |
| Silver (grams) |  |
| Property (£) |  |
| Stocks and shares (£) |  |
| Money owed to you (£) |  |
| Others, please specify (£) |  |

**Section 5:** Income

Provide full details of all your income.

|  |  |  |
| --- | --- | --- |
|  | Amount (£) | Frequency |
| Job |  |  |
| Company shares/dividends |  |  |
| Job Seekers Allowance |  |  |
| Income Support |  |  |
| Child Tax Credits |  |  |
| Child Benefit |  |  |
| Pension |  |  |
| Housing Benefit |  |  |
| Council Tax Benefit |  |  |
| Food stamps/vouchers |  |  |
| Assistance from others |  |  |
| Others, please specify |  |  |

**Section 6:** Expenditure

Provide full details of all your expenditure.

|  |  |  |
| --- | --- | --- |
|  | Amount (£) | Frequency |
| Rent |  |  |
| Mortgage |  |  |
| Council Tax |  |  |
| Food/clothing |  |  |
| Utility bills |  |  |
| Transport/fuel |  |  |
| Tuition fees |  |  |
| Others, please specify |  |  |

**Section 7:** Loans and Debts

Detail all the debts and loans you currently have. Include the reason for the loan/debt and with whom. What are your repayment arrangements?

Use this box to type..

**Section 8:** References

Give the details of two referees. They must not be family or those you live with. At least one should be a Muslim and a Professional.

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Occupation: |  |
| How do you know them? |  |

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Occupation: |  |
| How do you know them? |  |

**Section 9:** Testimony

I testify that the information provided on this form is true and accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Full Name: |  |
| Signature: |  |
| Date: |  |

**Section 10:** Document proof

Please provide clear photocopy proof of the following with the application form:

* Official photo ID
* ID for all dependents
* 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)
* Proof of income
* Most recent bank statement
* Most recent utility bill
* Documented / written proof of debt
* Other document/s that outline your financial or immigration status

**All proof paperwork submitted will be kept with your application form and will NOT be returned**

**OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application receipt date: |  | | Application decision date: |  |
| Date & sign document check  complete: |  | | Date & sign referee check completed: |  |
| Application  approved: | Yes | No | Date payment made: |  |
| Amount awarded: |  | | Type of assistance: (Zakat/Lillah/Sadaqa/Food  vouchers) |  |
| Date: |  | |
| Application sign &  date if approved |  | | NCP trustee signature: |  |
| Approved by: |  | |  | |

**PAYMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount (£) | | | | |
| Application sign &  date: |  | NCP/AA trustee  signature: |  |  |
| Application sign &  date: |  |  |  |  |
| Application sign &  date: |  |  |  |  |
| Application sign &  date: |  |  |  |  |

**CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **SUBMITTED** | **CHECKED** |
| All photo ID’s |  |  |
| Proof of address |  |  |
| Benefits |  |  |
| Payslips |  |  |
| Utility bills |  |  |
| Proof of debt |  |  |
| Bank statement |  |  |
| Immigration papers |  |  |
| Health/disability papers |  |  |
| 2 references |  |  |
| Rental/mortgage agreement |  |  |