

Application Form for Food Assistance (HalalServe Food Bank)

Instructions: Please complete this form, scan and email along with your Supporting Documentation to zakat@dawanet.ca or by mail at above address.

Applicant Information

Applicant's Full Name _____ Date of Birth (DD/MM/YYYY) _____
Last First M.I.

Spouse's Full Name _____ Spouse' Date of Birth (DD/MM/YYYY) _____
Last First M.I.

Address _____
Street Address Apartment/Unit #

_____ *City State Postal Code*

Applicant's Phone **(Required)** _____ Applicant's Email **(Required)** _____

Applicant's Occupation **(Current or Most Recent):** _____

Spouse' Occupation **(Current or Most Recent):** _____

Dependent Children Information

#	Name(s) of Child(ren)	Age	Gender	School (If Applicable)

Education & Employment Status

Applicant's Highest Level of Education: HighSchool Bachelors Masters Other _____ Name of Educational Institution: _____

Are you currently in school or enrolled in any educational courses? If yes, provide details like what courses and where:

Spouse's Highest Level of Education: HighSchool Bachelors Masters Other _____ Name of Educational Institution: _____

Type of Need

Do you currently Own or Rent your Home? Own Rent How much is your Monthly Rent / Mortgage Payment? _____

Are you Currently behind on your Rent/Mortgage Payments? YES NO

If yes, what is the total outstanding amount you currently owe? \$ _____

Check ALL situations that may apply to you (the applicant and/or the spouse):

Poor (Persistent Poverty)	
Needy (Temporary Financial Need)	
Elderly/Retired (Senior Citizen)	
Restricted Mobility	
Serious Health Issues	
Mental Health Issues	
Unemployed – Looking for Work	
Unemployed – Cannot Work	

Victim of Domestic Violence	
Homeless / Risk of becoming Homeless	
Newcomer to Canada	
Temporary Visitor to Canada	
Convert to Islam	
Other (Please Specify):	

Do you Drive? YES NO

Have you previously applied for or Received any Zakat or Other Assistance from Canada Zakat and/or Halal Serve Food Bank (Projects of DawaNet)? YES NO

Date and Total Amount of Assistance you received? Date: _____ Amount: \$ _____

Please detail ALL your Monthly Expenses and Debt Obligations below:

#	Expense	Monthly Amount (Most Recent)
1	Rent	
2	Vehicle	
3	Insurance	
4	Utilities (Gas, Hydro, Water)	
5	Phone and Internet	
6	Food and Groceries	
7	Non-Prescription Medications / Medical Equipment	
8	Loan/Debt Payments	
9	Other:	
10	TOTAL MONTHLY EXPENSE:	

Please detail ALL your Monthly Income (from all Sources) below:

#	Source of Income	Monthly Amount (Most Recent)
1	Employment / Business Income	
2	All Types of Child Tax Benefits (Combined)	
3	Government Social Assistance Benefits	
4	Disability Benefits	
5	Gifts / Zakat Assistance from Mosques & Organizations	
6	Other:	
TOTAL MONTHLY INCOME:		

Please list ALL Assets you fully own:

#	Assets	Approximate \$ Value
1	House	
2	Car(s), Boat(s)	
3	Jewelry	
4	Other:	
TOTAL ASSETS:		

Special Dietary Requirements

Do you or any family members have any specific dietary restrictions or requirements? YES NO
 If yes, please provide details:

Special Instructions / Situation Details

Please explain your situation and needs in detail:

References

Were you referred to CanadaZakat / HalalServe by someone (or by an organization)?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide name and contact info: _____		
<i>Please also list three references of people who are not your family members.</i>		
Full Name: _____	Relationship: _____	
Email: _____	Phone: _____	
Address: _____		

Full Name: _____	Relationship: _____	
Email: _____	Phone: _____	
Address: _____		

Full Name: _____	Relationship: _____	
Email: _____	Phone: _____	
Address: _____		

By providing us with the above References, you give us permission to contact them for the purposes of verifying the information you have included in this application.		
	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Terms of Service

By submitting this application the applicant understands and agrees that:

1. *In order for HalalServe to consider an application for review it must include: i) A properly completed Application Form, ii) References and iii) Required Supporting Documentation. Applications that are incomplete may not be reviewed or may be given a lower priority. Please take the time to carefully review the list of Required Items (see page 6) and submit all documents together at one time.*
2. *PDF Application forms downloaded from our website and submitted to us via email or mail may take longer to review as compared to online applications submitted via the form on our website. Applicants are encouraged to complete our online application form available via our website www.CanadaZakat.org for a quicker response time. A valid email address is required for online applications.*
3. *At the time of the application, applicants must be of sound mind, 18 years of age or older and legally residing in Canada. Applicants must also be able to communicate in English or arrange for their own interpreter/translator to act as a liaison.*
4. *The Application and any supporting documentation provided must be in English (certified English translations of documents accepted). We do not offer translation / interpretation services at this time.*



HalalServe Food Bank (DawaNet)
2570 Haines Road. Unit 2.
Mississauga, ON L4Y 4A3
T: 1-877-994-3292 | 905-566-1444
zakat@dawanet.ca | www.CanadaZakat.org

5. *Application review times may vary depending on several factors including current volume of applications and the availability of resources. A response may take between 2 - 6 weeks from the time we receive a completed application, including all required documentation.*
6. *We take privacy very seriously. All information collected by (DawaNet, Canada Zakat and Halal Serve) will be used for the purposes of reviewing the application, assessing the need and for conducting a review of our program. Data (non-personal details) collected as part of the application process may also be used to inform/update/train our team, educate and engage supporters and donors, apply for grants to better assist the clients we seek to serve.*
7. *By submitting an application, the applicant(s) allow(s) us to share relevant parts of their information with other parties, and/or with an applicant(s)' references for the purposes of verifying the information provided and completing an assessment of need.*
8. *Submitting an application does NOT guarantee that an applicant will be eligible to receive assistance. The decision to approve or provide any assistance, the types and amounts of assistance, depends on several factors including the availability of resources and an applicant's eligibility and need.*
9. *Knowingly providing incorrect / false information, or instances of non-compliance with our organization's general rules and standard protocol including not fulfilling requirements, aggressive or threatening behaviour of any kind towards our team or other clients will automatically result in an automatic decline of the application and further legal consequences.*
10. *We do NOT issue cash or cheque payments directly to the applicants that are approved. The type (and amount) of assistance we are able to provide is established based on our assessment of the situation and resources available to us at the time. Applicants that are approved for financial assistance by Canada Zakat will receive assistance from us to help pay for expenses such as outstanding bills, their monthly rental / living costs etc. Most types of financial assistance provided are a One-Time Assistance.*
11. *Applicants who have received a One-Time Financial Assistance from us are not eligible to reapply for financial assistance for a period of 2 years from the date they last received assistance from us.*
12. *We require you to provide a valid daytime phone number as part of this application but correspond and communicate primarily via Email. We do NOT provide application status updates via phone, mail or in person. Please do not call or visit us, except when requested or by prior appointment. You may follow up via email. Thank you.*

Yes, I the applicant, have read and understood the above terms and conditions mentioned above.

Note: You must agree to all Terms of Service in order for us to review an application.

Applicant Name: _____ Applicant Signature: _____

Date Signed: _____.

List of Accepted Supporting Documents

List of Required Documents for Canada Zakat & HalalServe Applications

Important Instructions:

- Legible/Clear Copies (Scanned or Photos) of all Supporting Documentation **must** be submitted together with the application. Submit ALL documents via email: zakat@dawanet.ca The following file formats are accepted (pdf, jpeg, png).

REQUIRED ITEMS:

Photo Identification:

Please provide a scanned copy or picture of any one piece of Government Issued Identification (ID) for each of the following: The Applicant, Spouse and each Dependent listed on the application.

Examples of Acceptable Photo IDs:

- Valid Drivers' License or Enhanced Drivers' License (Issued by a Canadian Province),
- Canadian Passport (Page with photo),
- Certificate of Canadian Citizenship,
- Permanent Resident Card,
- Refugee Protection Claimant Document (page with photo),
- Other Official Government Issued ID that show all of the following: Full Name, Date of Birth, Photo & Signature.

Financial Documents:

Please provide Copies of as many of the following items as possible. Provide for all individuals listed on the application including the Applicant, Spouse and Dependents:

- **Bank Statements:** for last three months - from your main Bank Account(s).
 - Statements must clearly show account-holder name, address, account balance, dates and transactions.
- **Credit Card Statements:** from last four months - include all Credit Cards from all debt that you have listed under debts / loans.
 - Statements must clearly show card-holder name, address, account balance, dates and transactions.
- **Government / Social Assistance:**
 - Statements / Assessments for all types of Government Support you currently receive (e.g. ODSP, Old Age Security (OAS), Employment Insurance (EI) Benefits, Social Assistance Payments, Child Support (CCB / UCB), Child Disability Support Benefits (CDB), HST Credits / Rebates or any other form of Social Assistance received from the Government or Government Agency).
- **Letter from Landlord / Lease Agreement:**
 - Document should show applicant's name, address, landlord's address (if different from tenants), landlord's contact number and current rent and any outstanding amounts due.
- **Household Bills:** (including Utility Bills like Gas, Hydro, Water, Home/Cell Phone, Internet, Insurance etc),
- **Proof of Debt:** (Collection Notices, Credit Card Bills, Bank Overdraft, Medical Bills etc).

Please feel free to include any additional documentation you think will be helpful for the purposes of our review.

Medical Documents:



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If your request for assistance involves a permanent or long-term medical condition or situation for which urgent medical attention is required, but the costs for which are not fully covered by the Public Healthcare System or by a Private / Work Insurance arrangement etc, please provide details of the condition and suggested treatment, Doctors' Notes / Reports and any other relevant documentation.

Notes:

- If you are unable to provide any of the above listed documentation, please let us know why in the special instructions / comment section of the form **(Page 3)**.
 - Our team can only do a proper review once we receive your completed application along with all the necessary supporting documentation.
 - Please allow between approximately 2 to 6 weeks for us to review an application.
 - Someone will be in touch with you to let you know if we are able to help you and how. Incomplete applications cannot be reviewed.
 - Our review team generally communicates all status updates via email only. Please do not call or visit us to inquire about the status of your application. Thank you.
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FOR OFFICE USE ONLY:

A. HalalServe FoodBank Application Review Committee Decision: APPROVED

Food Assistance Approved	
Delivery/Pickup:	
Date Approved:	
Other Instructions:	

B. HalalServe FoodBank Application Review Committee Decision: APPROVED

Please document below clearly reasons why the applicant's request was Not Approved:

C. Authorization

Officer 1	
Name	
Position within CZ/HS	
Signature	
Date	

Officer 2	
Name	
Position within CZ/HS	
Signature	
Date	

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