



Holmes County
EMPLOYMENT RESOURCE FUND
 UNITED WAY WAYNE AND HOLMES COUNTIES

Client/Student Grant Request

PLEASE COMPLETE AND RETURN TO: United Way
 Wayne and Holmes Counties info@uwwh.org

Today's Date: _____/_____/_____

Birth Date: _____/_____/_____

Name: _____

Street Address: _____

City/State/ZIP: _____

Phone: _____ Email: _____

Reason for Request: _____

Amount Requested: \$ _____

How will you "pay-it-forward"? Service _____ Cash _____
 (You may do volunteer service through your sponsoring agency or school or repay in cash when successfully employed.)

Name of case worker (if referred by): _____

Have you attached proof of employment (or offer of employment)? Yes or No

Applicant's Signature: _____

The Employment Resource Fund is a local, sustainable work and education fund at the United Way Wayne & Holmes
 Counties. For more information go to: <http://www.uwwh.org>

OFFICE USE ONLY

Is applicant in good standing with attendance and progress? Yes ___ No ___ N/A ___

Previous Grant Request? Yes ___ No ___ If yes, amount of the grant? _____ Was it repaid? _____

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

Make check payable to: _____

Mail to: _____

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 - HC" 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.