YWCA December 6th Fund Referral Form

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<tr>
<th>Date of Referral</th>
<th>Name of Referring Agency</th>
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<td>Name of Advocate</td>
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<td>Phone Number of Advocate</td>
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<td>Email of Advocate</td>
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<td>Name of Applicant</td>
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<td>Phone Number of Applicant</td>
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<td>Email of Applicant</td>
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Please email the referral form and support letter to dec6@ywcatoronto.org.

Please attach a support letter on your agency letterhead.

The letter should include:

- A brief description of the services you are providing to the client.
- How long the client has been using services from your agency.
- A brief description of woman’s situation of abuse.
- That the client is aware that the loan must be repaid in full.

It is important that the referring agency has demonstrated that:

- Applicant meets the criteria for the December 6 Fund.
- Eligibility is clearly reflected in an accompanying support letter.
- Repayment procedures and budgeting of the client’s income have been discussed thoroughly, and client has indicated she is confident repayment can be managed.

Please note that we obtain a release of information from the grantee to enable us to obtain up-to-date contact information from the referring agency. We will also contact the referring agent when a woman has defaulted on a loan so that we can obtain their assistance, where possible, in contacting the grantee and supporting her in a plan to repay the loan.
The YWCA December 6 Fund provides interest free loans to women fleeing abuse, helping them to establish themselves in safety.

**Eligibility:**

*(All boxes must apply)*

- [ ] Identify as a woman recently fleeing an abusive situation (12 months)
- [ ] Have an active bank account
- [ ] Have a source of income
- [ ] Provide a referral form and support letter from a referring agency
- [ ] 18 years of age or older
- [ ] Live in or moving to Toronto or the Region of Peel
- [ ] Provide two pieces of identification (one being a photo)
- [ ] Provide proof of expense – what the loan will be used for

Women who meet the qualifications of the December 6 Fund are eligible to apply for a one-time loan for **one** of the items listed below. Please indicate what the loan will be used for and amount needed. Please remember that we grant loans to a maximum of $1000. Loans made above $1,000 to a maximum of $1,500 are given to cover/assist with one month's rent only.

- [ ] Rent $__________
- [ ] Utilities $__________
- [ ] Bills in arrears $__________
- [ ] Furniture $__________
- [ ] Moving expenses $__________
- [ ] Storage Fee $__________
- [ ] Other (please specify) $__________

**Additional Notes:**

**Referring Agency’s Declaration**

To the best of my knowledge, the individual named in this application meets the criteria for the YWCA December 6 Fund.

______________________________
Agency Staff Name (please print)

______________________________
Agency Staff Signature