



Financial Assistance Request

طلب مساعدة مالية

Islamic Center of Washington (ICW) · Idris Mosque. Please complete every section, attach the income verification listed on page 2, and submit the application to the ICW Treasurer at the mosque or by email to askus@idrismosque.com. Only complete applications can be considered. Applicants are contacted within three days, inshaAllah. You can type into this form or print it and write by hand.

1. APPLICANT

First name

Last name

Marital status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed

Phone

Email

Current address

City

State

ZIP

Number of people in the household

2. YOUR REQUEST

Reason for the request (tick all that apply): ☐ Food ☐ Rent ☐ Medical ☐ Utility ☐ Other

If other, please specify

Have you or a family member received Idris Mosque financial assistance before? ☐ Yes ☐ No

If yes: when

Amount (\$)

Please explain your financial need (optional)



Idris Mosque

SHEIKH ABDUL QADIR IDRIS MOSQUE

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Financial Assistance Request (continued)

Sources of income or support currently received by you or your household (tick all that apply):

- ☐ Disability ☐ Public assistance ☐ Child support ☐ Alimony ☐ Social Security
- ☐ Pension / retirement ☐ Other

If other, please specify

3. DOCUMENTS TO ATTACH – TICK EACH ONE YOU ARE INCLUDING

- ☐ Prior year's federal tax return, or a W-2 / 1040 statement
- ☐ Bank statements for the last two months
- ☐ A current printout from state unemployment
- ☐ A current check stub or other proof of income

4. AUTHORIZATION AND SIGNATURE

I hereby authorize the ICW or its agents to access any records deemed necessary to verify the information given on this application. I authorize the ICW to give information to DSHS or any other community service organization on my behalf for the receipt of medical, rent or energy assistance. I agree to repay any assistance I receive to which I am not entitled as a result of withholding information or knowingly providing fraudulent information, and I understand that even if I repay such assistance I may be prosecuted, found guilty of fraud, fined up to \$10,000, imprisoned, or all of the above.

I understand that no person will be denied assistance based on race, color, sex, age, handicap, religion, national origin or political belief, and that if my application is unjustly denied I may request an appeal hearing with the ICW Executive Committee within 30 days of the denial.

Applicant – signature

Date

FOR MOSQUE USE ONLY

Approved by

Date

Amount paid

Approved by (2nd)



Financial Assistance Request (continued)

Please keep this page for your information

Zakat application guidelines

Applicants must complete and submit the official Islamic Center of Washington (ICW) Financial Assistance Application form, together with all supporting documents requested. For timely consideration, please submit the application as soon as possible. Applicants are notified of the status of their application within three days, inshaAllah.

Emergent situations

Emergent needs are considered only when a detailed explanation and supporting documents are provided. Applicants are notified as soon as possible, and no later than three days, inshaAllah.

Approval process

Approval of funds is determined on the following:

1. All Muslims have a right to Zakat.
2. Zakat for all others, if eligible, is provided based on the availability of funds.
3. Applicants must provide written documentation of all resources and income received, or not received, over the last three months from employment, private, government, state, city or other agencies.
4. Pledges or offers of assistance to the applicant from other agencies.
5. The applicant and family members are Washington State residents and have documents available, if requested, to demonstrate legal US and/or current address status (may be waived if the ICW determines that special circumstances exist).
6. Applicants who have never received Zakat have priority over applicants who have, to assist the needs of others and ensure funds are distributed justly.
7. All decisions on Zakat are the sole responsibility of the ICW Zakat Committee.

Applications are verified for confirmation of all documents and statements provided. The ICW reserves the right, if deemed necessary, to inquire with other masjids in the Puget Sound area regarding applications, and to contact private, government, state or city agencies and organizations for confirmation.

Application review

Applications are reviewed in a timely manner, and applicants are given information about additional support services (state, city, government and private organizations). Before review, an application must be complete and include:

- Verification of the applicant's residence and contact information.
- Verification of all supporting documents as requested.
- Verification of Social Security numbers. US law requires any non-profit organization providing financial assistance to document Social Security, tax ID or other legal document numbers for audit purposes. These numbers are confidential and are not shared with others, except law enforcement if required, without the applicant's consent. All applications, documents and information received are kept in a locked file maintained by the Zakat Administrator.
- The Zakat Committee contacts applicants within three days, inshaAllah, to advise approval or denial of the application.

Receiving funds

- Applicants are contacted as soon as funds are available.
- Checks for Zakat funds are written to the providers of the services indicated on the application (for example a landlord, doctor, pharmacy, grocery, utility or taxi company).
- Requests for cash, or for a check payable to the applicant, are not considered.

Policy

1. No person will be denied assistance based on race, color, sex, age, handicap, religion, national origin or political belief.
2. An applicant who knowingly provides false information, or withholds information for unlawful gain, may be referred to law enforcement, found guilty of fraud, fined or imprisoned. The ICW may request repayment of all funds distributed, due immediately upon discovery of any intentional fraudulent information.
3. Applicants denied Zakat funds have thirty (30) days to request a review of the denial.