



GRANT (SADAQA) POLICY

The following procedures and guidelines are tailored to better serve community members who rely on the generosity of the congregation to fulfill their basic needs. Please read below and sign at the bottom.

Procedures

1. Fill out Grant Application form and submit to ICP office. All fields are required. Incomplete forms will not be processed.
2. Submit a copy of (1) a valid photo ID, (2) proof of financial status, and (3) any other supporting documents. Tax forms or the last two months' bank statements or SSI/Welfare status must be provided as proof of financial status. In cases of applications to cover rent or utilities, a signed lease agreement and an up-to-date bank statement must be handed to the office along with the application. Checks will be made out to the rent / utilities provider and not the individual. If no supporting documents are provided, the application will not be processed.
3. Interview with the Sadaqa Committee is mandatory. Interviews are only held on Wednesdays between Dhuhr and Asr prayer, and are on a first-come first-served basis.
4. Checks are only signed on Fridays. No funds can be disbursed until the Friday after the grant has been approved.

Policies

- No matter what the circumstance may be, applicants may only apply for Sadaqa once every 4 months. The payment date will be the date counted on our records.
- The total amount disbursed shall not exceed more than \$500.00 in a given year.
- A household shall be treated as one applicant (based on the address).
- The denial of an application, due to improper conduct, harassment of staff, false claims etc. on the part of the applicant will result in a 1-Year minimum ban from receiving Sadaqa / Zakat / Families-in-crisis funds.
- Petty cash shall never be used to distribute Sadaqa money. Due process will be maintained, and no guarantees will be made of fast-tracking the procedure in cases of emergency funding.

I have read and agree to comply with the above procedures and guidelines:

Name: _____

Date: _____

Signature: _____

For questions or concerns, please contact the ICP office at 412-682-5555, or office@icp-pgh.org



ISLAMIC CENTER OF
PITTSBURGH

GRANT (SADAQA) APPLICATION

****ALL FIELDS ARE REQUIRED****

Last Name	First Name	MI	__ Married __ Single __ Divorced __ Widowed
Address			Number of Dependents
City	State	Zip Code	Phone Number
Email Address	Citizenship	Occupation	
Reason for request			Annual Income
			Amount Requested
			Have you received assistance from us before?
References (Two Valid References Must be Presented to Receive Funds)			
Name		Name	
Phone		Phone	
Email		Email	
Relationship		Relationship	
<input type="checkbox"/> ID submitted <input type="checkbox"/> Proof of financial status submitted <input type="checkbox"/> Other document(s) submitted: _____			
Signature (By signing below you agree to the following:)			
As God as my witness, the information I have provided is true and complete.			Date_____
Signature_____			

For questions or concerns, please contact the ICP office at 412-682-5555 or office@icp-pgh.org.

Revised 11/13/14

OFFICE USE ONLY:

Date Received: _____

Money received prior? ☐ No ☐ Yes: Amount: \$_____ Date: _____

Notes: _____

Processed by: _____

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Date of Interview: _____

Notes: _____

Status:

☐ Incomplete: _____

☐ **Denied.** Reason: _____

Name: _____ Date: _____

☐ Approved. Amount: \$_____

Check Number: _____

Approved by: Name: _____

Date: _____

Signature: _____