



## **Families First Society - Emergency Fund**

Families First is glad that you are reaching out! There are a lot of questions asked in the form - this is just our way of figuring out how to best support you.

If you feel like this form doesn't make sense, you need help, or you have questions, please reach out to Families First **Steadfast Connector** at any time: 780-619-9311 (text or call) [steadfastconnector1@familiesfirstsociety.ca](mailto:steadfastconnector1@familiesfirstsociety.ca)

They will respond to you during our business hours which are:

**Monday - Friday 9:00 am - 4:00 PM**

If you do not hear back within one (1) business day, please call the front desk at 780-998-5595 ext. 221.

The Families First Society Emergency Fund would not be possible without the generosity of community donors and the faith community. Without their support, these emergency funds would not be available.

The fund is not intended to replace already existing structures that address financial difficulties and emergencies. It is intended be used if those systems are not functioning in a manner that is helpful (e.g. you have been denied Alberta Income Support, there is a timing issue, or the cost of what you need is not covered).

### **WHAT CAN THE EMERGENCY FUND PAY FOR?**

There are two (2) different streams of funding:

**1. Fund requests under \$100:**

*\* May be made more than once (but not more than 4 times per year)*

*\* Must be able to provide some evidence that financial hardship exists but it is not necessary to be experiencing a financial "crisis" or emergency*

Can include items such as (this list is not exhaustive; below are examples only):

- *I.D. costs*
- *small start up fees (e.g. start up phone)*
- *grocery support*
- *school fees*
- *fees related to forms*
- *transportation costs (e.g. ARC bus pass)*

**2. Fund requests over \$100:**

- \* May be made only once every 2 years
- \* Must be able to provide evidence that there is an immediate need (such as: impending eviction, utilities about to be cut off, new housing agreement/arrangement, etc.) that emergency funds will be able to alleviate

Requests can include items such as (this list is not exhaustive; below are examples only):

- o Rent arrears
- o Damage deposit and/or first month's rent
- o Utility fees in arrears
- o Moving costs
- o Travel (if associated with new opportunities such as new housing)

**PLEASE NOTE:** If the need is so great that a one-off payment will not alleviate the issue, it is unlikely you will be granted emergency funds. We will however, connect you to the Steadfast Connector and other resources to support your ongoing needs.

Please note that not all requests are granted. We try our best to use the funds as best we can to support as many community members as possible.

If you are not feeling satisfied with the process, please contact Families First's Executive Director, Darryl Burry at: 780-998-5595 ext. 223 or [exec.dir@familiesfirstsociety.ca](mailto:exec.dir@familiesfirstsociety.ca)

**Personal Contact Information**

1. First Name
2. Last Name
3. Preferred Pronouns
4. What is your age?
  - a. Under 18
  - b. 18-24 years
  - c. 25-54 years
  - d. 55 + years
  - e. Prefer not to answer
5. Is someone helping you fill out this form? YES                      NO
6. Email Address
7. Phone Number
8. Preferred method of contact:
  - a. Phone
  - b. Email
  - c. Text

9. Do you live in Fort Saskatchewan? YES NO

If no, where do you live:

10. Please provide the person's name, contact information and agency name (if applicable) of the person supporting you to fill out this form.

Do we have permission to contact this individual? YES NO

11. Which funding stream are you applying for?

Stream 1 - Less than \$100

Stream 2 - More than \$100

**Stream 1:**

**Financial Information**

ONLY COMPLETE IF YOUR REQUEST IS FOR LESS THAN \$100

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1. Have you made a request to access this fund in the past year?

Yes

No

2. If you answered yes, when was your last request made?

3. What is this request for?

4. How much are you requesting?

5. Why are you making this request at this time? (i.e. what has happened recently that this is a problem now?)

6. What other resources have you tried?

7. What supports do you need so this problem does not come up again?

8. What is the date you need the funds by?

**Stream 2:****Financial Information**

ONLY COMPLETE IF YOUR REQUEST IS **MORE** THAN \$100

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1. Have you made a request to access this fund in the past year?

Yes

No

2. If you answered yes, when was your last request made?

3. What are your sources of income? Please list them all (including others in the household who are contributing to household income such as a spouse or adult child).  
*For example, AISH, Child Tax Benefit.*

4. What is your monthly income (after deductions are made; i.e. your take home amount)

5. Are you able to provide documentation regarding income?

YES

NO

6. Current living situation:

Live Alone

Live with spouse / partner

Live with caregiver/parent/guardian

Live with dependents - Ages:

Live in Shared Accommodations

Unhoused (your name is not on a lease)

Do you receive financial support from any of the above? YES NO

7. Do you own any assets (e.g. house, vehicle, RRSP, savings, other)? Please detail below.

8. Monthly expenses (if living in shared accommodation, please share only your portion of expenses). **Please provide details of all listed items in the space below.**

**Please include:**

Rent

Gas / Heat

Electricity

Water

Phone (home/cell)

Internet / Cable

Food / Groceries

Medical Expenses

Childcare

Vehicle Payments

Vehicle Insurance

Vehicle Gas

Bus Pass

Taxi

Other

TOTAL:

**Supports & Request**

ONLY COMPLETE THIS SECTION IF YOUR REQUEST IS MORE THAN \$100

1. Are you currently working with other community supports?

YES

NO

If yes, who? Please list...

3. Would you be able to pay back the funds to support others in need?

YES

NO

MAYBE

4. I am requesting help with the following. Please check all that apply.

Rent/Accommodation

Utilities

Transportation

Identification

Prescriptions/Medications

Personal Items (clothing, footwear, personal care)

5. Do you have any of the following? Tick all that apply:

Arrears Notice

Eviction Notice

Disconnection Notice

None

If you answered 'yes' to question 5, what is the date of your impending eviction / disconnection?



6. Amount of funding you are requesting:

7. What changes are you making to make sure this expense is not an issue in the future?

8. What supports do you need so this problem does not happen again?

9. Do you have family or friends who are willing and/or able to provide assistance?

YES

NO

MAYBE

10. What is your alternate plan should you not receive funding from the Emergency Fund?

11. What is the date that you need funds by?

## Consent and Agreement

1. Do you identify as any of the following?

\*Your response to this question is voluntary, however, your response does assist us in ensuring that we are serving under-supported community members\*

Indigenous

Newcomer to Canada

LGBTQ2S+

Unhoused

Prefer not to answer

2. By completing this form, you agree to be contacted by one of our Families First team members to discuss the application. **Please note that we cannot process your application without your consent.** Do you consent to being contacted?

Yes

No

3. Signature (your typed signature will be accepted as if it were penned)

4. Date of request