

YWCA Muskoka Dec. 6 Fund Referral Form



Date of referral	
Name of applicant	
Name of referring agency	
Name of advocate	
Phone number	

Please attach a referral letter. 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 including if she is currently living with the abuser.
- 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 Dec. 6th Fund.
- Eligibility is clearly reflected in an accompanying referral letter.
- Repayment procedures and budgeting of the client's income have been discussed thoroughly. A budgeting form has been provided to assist in this discussion.

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.

Referring Agency's Declaration

To the best of my knowledge, the individual named in this application meets the criteria for the YWCA Muskoka Dec. 6th Fund:

Agency Staff Signature

Date

Agency Staff Name (please print)