

## Application Instructions

### To Apply for Funding:

1. Gather all the documents that you will need in order to apply for funding (see the application checklist). **Please DO NOT submit an application until you have located all the necessary documents.**
2. Submit your application\*
  1. Fill out a **profile** online - <https://www.unitedwaynsv.org/van-get-help> Note: If you are a recent client through Valley Assistance Network (since January 2020) you do not need to fill out a new profile.
  2. Download the **application form** and **document checklist** (see "Document Download" section)
  3. **Submit the required documentation** - email [van@unitedwaynsv.org](mailto:van@unitedwaynsv.org) your completed application with a handwritten signature and all of the documents you need (per the application checklist).
3. An agency representative will contact applicants within five days of application submittal for a phone interview and may ask you for additional information.
4. Please allow a minimum of 2 weeks to process your request. This process will take longer if an application is submitted without the proper and complete documentation.
5. If approved, the financial assistance will be sent directly to the applicants' landlord or utility company.
6. Submitting an application does not guarantee assistance.

\*if you are unable to complete your application via our website or have challenges accessing the necessary technology to complete the application, please contact Frederick County Social Services (call 540-773-3178 or visit 107 N. Kent Street, Suite 300 Winchester, VA 22601). They have computers that will be available to use and can assist with completing the application.