



PROJECT HOPE CASE
Cheque Requisition from the Project Hope Fund

Funds are disbursed on a quarterly basis, with the initial installment including start-up plus 3 months of RAP support (Resettlement Assistance Program). Each of the remaining 3 installments include 3 months of RAP support only. Please fill and send in your request 30 days in advance of when the funds are required. Kindly use the DD-MMM-YY format (e.g., 26-Apr-17). Please email the form to oratoutreach@archtoronto.org.

G Number	Family Size	Constituent Group Name	Date (DD-MMM-YY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CG Representative Name

Full Name	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Principal Applicant (Newcomer)

Full Name	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Official Liability for Arrived: ¹	<input type="text"/>	Official Liability: ¹	<input type="text"/>
Official Start-Up Costs: ¹	<input type="text"/>	Arrival Date (DD-MMM-YY):	<input type="text"/>
Official 3 Months RAP: ¹	<input type="text"/>	Sponsorship End Date (DD-MMM-YY):	<input type="text"/>
Present Balance:	<input type="text"/>	Is the Newcomer(s) Employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Requested:	<input type="text"/>	Is the Newcomer(s) financially self-sufficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remaining Balance:	<input type="text"/>	Number of Non-Accompanying Family Members (NAF):	<input type="text"/>
Total Money Disbursed:	<input type="text"/>	No. of Adult Dependents:	<input type="text"/>
		Shared Funding with CG:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cheque:
Payable to:

Mailing Address:

Signature _____

Date (DD-MMM-YY) _____

CG Representative

ORAT Outreach

ORAT Director

Archdiocese Accounting

Date: _____

For Office Use:

Comments: _____ **Fund Pool:** _____ **Gap Addressed** _____
 - For Pick-Up - For Mailing **Other Instructions:** _____

¹ Please use the Budget Workbook, which is located on the ORAT website to calculate this figure. [Archdiocese of Toronto - Resources \(archtoronto.org\)](http://www.archtoronto.org/resources)