



Financial Assistance Application

Please complete this application form in full to begin an application for financial assistance through PROP. Please note our guidelines for eligibility:

- Must be a current resident of Eden Prairie or Chanhassen (with proof of residency)
- Household must be income-eligible according to current funding guidelines and availability (these are subject to change)
- Situation **must be short-term and resolvable** with future income/resources
- Must have used income/financial resources towards essential needs first to attempt to resolve emergency on your own
- Must have documentation relating to the income gap/financial emergency
- Households may apply for rental assistance once every 2 years.

Please submit the required documentation along with your application:

- Copy of applicant's photo ID
- Proof of current residency in Eden Prairie or Chanhassen (current lease, utility bill dated within the last 30 days, etc)
- Proof of all income sources for all household members (paystubs, unemployment benefits, RSDI/SSI award letter; County benefits such as SNAP, MFIP, GA; child support income; veteran's benefits; pension, etc.)
- Banking/account statements for all accounts in the household (checking, savings, cashapp/Venmo, etc.
- Proof of financial emergency/income gap (job loss, hospitalization, etc).
- If applying for housing, please provide documentation of the housing emergency such as pending eviction, late rent letter, etc.
- If applying for utility assistance, please provide a copy of the most recent utility bill.

Please return your completed application AND required documentation to PROP's Case Management team via email at casemanager@propfood.org; or call our Case Manager line at 952-767-1236 to schedule a time to meet with a case manager.

Please note, meetings with case managers are by appointment only.

Applicant Information Section:

Applicant Name (Head of Household): _____

Address: _____

Apartment or Unit Number: _____

City, State, Zip: _____

How long have you lived at this address? _____

Phone Number: _____

Email address: _____

Preferred Communication: (You may choose multiple):

- Email Phone Other

Date of Birth: ____/____/____

Gender: _____

Race (Optional): _____

Ethnicity (optional): Hispanic: Yes No

Preferred language: _____

How did you find out about PROP? _____

Financial Emergency Section:

What type of financial assistance are you applying for: (please check one)

Rent/Mortgage

Security Deposit or First Month's rent

Utility Assistance

Adult Enrichment

Driver's Education

Other: _____

Please note, applicants may receive only ONE financial service at a time.

Please describe what led to the financial emergency:

Household Information:

Please complete the fields below for ALL members of your household.

Name	Date of Birth	Gender	Relationship to Head of Household

Is anyone in the household currently employed? Yes No

If yes, please provide the following information:

Name:	Name of Employer	Pay Rate

Monthly Income Section:

Must provide **monthly** gross income (all sources) for all household members.

Income Source	Monthly Amount	Name of household member who receives this income
Employment/Wages #1		
Employment Wages #2		
Social Security:		
SSI:		
MFIP/GA/MSA:		
SNAP/Food Support:		
Child Support:		
Alimony/Spousal Support:		
Unemployment:		
Veteran's Benefits/Pension:		
Retirement/Pension:		
Other Income:		

If applying for Rental or Mortgage Assistance, please complete this section:

How much is your monthly Rent/Mortgage? _____

Do you owe additional fees (late fees, utilities, garage fees, etc.)? If yes, what & how much?

What is the total amount, including fees, that you currently owe? _____

How many months are you behind on rent? _____

(Please provide proof of household income going back a full 30 days prior to the earliest month of housing assistance requested).

Which month(s) are you needing rental assistance for: _____

Name of Landlord/Property Manager: _____

Email address of Property Manager: _____

Phone number of Property Manager: _____

Have you Applied for Emergency Assistance through your county? Yes No

If yes, please provide:

Date of application _____

Status _____

Case Number _____

Please attach a copy of proof of application status (denial, pending application, etc.)

If applying for utilities, please complete this section:

Have you applied for Energy Assistance? Yes No

If yes, date of application: _____ Status: _____

Do you have a disconnection notice? Yes No

What utility company do you owe: _____

What is your account number? _____

Please attach a copy of your most recent utility billing statement.

If applying for Driver's Education, please complete this section:

Name of student/enrollee: _____

What school does the student attend? _____

What Drivers Education course/program does the student plan to attend? _____

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Applications will not be processed until ALL required documentation is received. Please allow up to 14 business days for your application to be processed. Submission of application/documentation does NOT indicate or guarantee approval for payment. Case Managers process applications in the order received – please be advised there may be delays due to periods of high demand.