



**REGION Q**  
WORKFORCE DEVELOPMENT BOARD

**Finish Line Grant Application**

Student Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

County of Residence:  Beaufort  Bertie  Hertford  Martin  Pitt  Other \_\_\_\_\_

I am currently enrolled at:

Beaufort CCC  Martin CC  Pitt CC  Roanoke-Chowan CC

As a student in :  Curriculum  Continuing Education

Program of Study: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_ Current GPA (if applicable): \_\_\_\_\_

I am requesting a Finish Line Grant for assistance with the following:

Transportation  Auto Repairs  Child Care  Dependent Care

Housing Assistance  Utility Bills  Referral to Health Care

Accommodations for Individuals with Disabilities  Other (specify below)

Assistance with Books and Schools Supplies

Assistance with Tuition and Fees

Please provide details on the nature of your request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing below, I attest that the information provided on this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Student Signature and Date

**All required documentation must be provided. Incomplete applications *will not* be considered nor processed until all required documentation has been provided to the WIOA Career Advisor.**



### Region Q Finish Line Grant Checklist

- Completed Finish Line Grant Application (completed and signed)
- Finish Line Grant Checklist (signed by a College Representative)
  - Letter or email from Faculty Member or CE Department Director
- Birth Certificate
- Driver's License or Photo ID Card
- Proof of Address (if address is different from Photo ID)
- Social Security Card
- \*Proof of Household Income for the last 6 months –OR- Layoff Letter/Proof of Unemployment  
(See attached self attestation form)
- DD214 (if a Veteran)

If you are apply for the following grants, please see additional documentation you will need to present:

- Auto Repairs:** Itemized statement from the vendor on what repairs need to be completed and the car title or a statement from the registered owner that his/her is your primary mode of transportation. *Normal vehicle maintenance or purchase of a vehicle is not an allowable expense.*
- Child care:** A copy of your child(ren)'s birth certificates and verification from the Day Care Facility.
- Dependent Care:** Verification from the facility will be required.
- Housing:** A copy of your Rental Agreement along with a statement from your Landlord verifying the amount of rent due/past due. *Rental deposits, mortgage payments, property taxes, fines and late fees are not an allowable expense.*
- Accommodations for Individuals with Disabilities:** Verification of the accommodation needed and estimated cost.
- Utility Bills:** A copy of the utility bill(s)- water, gas or electric indicating a cut off/termination date for your place of residence. *Internet or phone service bills, including prepaid services, are not an allowable expense.*



**REGION Q**  
WORKFORCE DEVELOPMENT BOARD

**Finish Line Grant Checklist**

***For a Curriculum Student:***

- Letter of Support (or email) from a Faculty Member confirming the student's attendance and participation in class; or
- College Staff Member has verified that student has a Program GPA of 2.0 or higher
- College Staff Member has verified that student has completed at least 75% of their credential or degree (including current enrollment).
- College Staff Member has confirmed that the student has not received an emergency grant for the "same" request through the College
- College Staff Member has verified that the student (CU or CE) does not have an outstanding balance with the College
- Student has signed College FERPA Release Form

***For a Continuing Education Student:***

- College Staff Member has verified that the student has completed at least 75% of the course hours (i.e. 96 hour course = completed at least 72 hours)
- College Staff Member has confirmed that the student has not received an emergency grant for the "same" request through the College
- Letter or email from the Department Director that student is successfully passing all exams and are on-schedule to complete the class and take the state-exam or other third-party credential. Class must be for an industry-recognized credential.
- College Staff Member has verified that the student (CU or CE) does not have an outstanding balance with the College
- Student has signed College FERPA Release Form

**By signing below, I attest that the information provided above is true and accurate to the best of my knowledge.**

---

College Representative Printed Name and Title

---

College Representative Signature

---

Date