



Evidence provided

YES/NO

Amount requested

:£ _____

Signature of Person/Persons Requesting

Date

***My signature above guarantees the information provided above is accurate and true. I also understand that benevolence from this church is a one-time gift and cannot re-apply for another request for a period of 12 months.

***All requests must have photo ID.

For Office Use:

All Criteria met:

YES/NO

If not all met please state criteria not met

Application to be Rejected

YES/NO

If rejected, reason for rejection

Application to be Funded

YES/NO

Amount funded

£

Paid to (Organisation Name.....)

Closure date:

Panel Members:

Chair's signature:

Date:



Application Process Guideline

Each applicant will need to be aware of the criteria that they would have to meet to be successful in this application. Below is some general guidance on the scheme and the key criterions that will be considered in each application.

General Guidance

A budget of £2000 for the year has been set aside to operate the benevolence fund. The maximum allowance a person can apply for is £500 in any given year. There is a limit of one application per family for the year.

The Benevolence Fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis or other hardship. Those requesting assistance must also be willing to receive financial, family, or emotional counselling. The Benevolence Fund Committee will not provide help to anyone who, in its estimation, will have negative or irresponsible behaviour reinforced by financial help.

Those requesting help must be willing to give the Benevolence Fund Committee permission to follow up on any of the information provided to the committee. The committee will be sensitive to confidential issues.

If the Committee decides to grant funding to the applicant, generally the Committee will make arrangements to pay the debt directly to the organisation that needs to be paid.

Recipients of the Fund can only benefit once over a twelve (12) month-period. The fund will close once it has been exhausted.

Priority for Assistance

In order of priority, recipients of assistance from the Benevolence Funds shall be:

- Members of WNTCG.
- Regular attenders of WNTCG.

What is eligible for funding

Normally, these needs are defined as, but are not limited to the following:

1. Primary lodging (mortgage or rent)
2. Utilities (electric, natural gas, water, Council Tax)
3. Prescription Medication



4. Funeral expenses (limited to funeral brochures only).

What will not be considered for funding

1. School expenses, business investments, or anything that brings financial profit to the individual or family
2. Paying off credit cards. Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (e.g., hospitalization, death, etc.)
3. Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
4. Legal fees arising from criminal behaviour
5. Penalties relating to late payments or irresponsible actions
6. Private school fees or tuition
7. Business ventures or debts
8. Gambling debts
9. Security deposits
10. Adoption assistance
11. Vehicle payments
12. Alimony/child maintenance payments
13. Insured losses
14. Projected and future needs

Application Process

Individuals or families seeking assistance from the Benevolence Fund shall complete the follow steps:

- Obtain and submit an Application for Assistance from the Benevolence Fund, along with all supporting documentation (including a picture of the applicant and the organistaion who needs to be paid).
- Complete interview(s) and/or appropriate counseling with the designated Benevolence Fund Committee member(s) as applicable.
- Provide all additional documents and information requested by the Benevolence Fund Committee.



Benevolence Committee Process

Review and approval of the Application, as well as written communication of the amount and form of assistance, shall be done by the Benevolence Fund Committee at the earliest practicable date, but generally within a maximum period of two weeks or ten business days.

As much as possible, payments from the Benevolence Fund will be made directly to third party service providers rather than to the individual requesting assistance. In all cases, the Benevolence Fund Committee reserves the right to award an amount less than the amount requested.

The possible outcomes of any application made by the benevolent fund committee are:

- **Yes** - Contribution of 100% of request is granted to the individual.
- **Yes** - Contribution of a percentage of the total request is granted to the individual.
- **No** – Rejection of the application – with reasons given.

All applications will be considered on their own merit, and cases will not be prejudiced regardless of previous decisions by the benevolent committee, or frequency.

The Benevolent Funds Committee reserves the right to reject applications. There is no appeals process (i.e. The Pastors will not get involved with this process), and all decisions are final and binding.

Willesden New Testament Church Of God

Church and Pastors Council

October 2017