



## **CRISIS & COMPASSION FUND INFORMATION**

Once per month a special offering is taken after our celebration of the Lord's Supper for a benevolence fund. A limited amount of financial help may be available to members and regular attenders of First Free Church who are experiencing a crisis need.

Before submitting a request for help, please refer to the document that outlines the fund policy. Note that funds will not be disbursed directly to applicant, but only to "vendor (i.e., landlord, lawyer, grocery store, etc.).

If you choose to submit a request, you can fill out the online form or print and mail the PDF version to "First Evangelical Free Church, Attn: Crisis & Compassion Fund, 5255 N. Ashland Avenue, Chicago, IL 60640."

***See Crisis & Compassion Fund Policy on the following page.***



## **CRISIS & COMPASSION FUND POLICY**

Draft – Nov 24, 2014

### **Eligibility Guidelines**

- Applicant/Grantee(s) needs to be active member, active attender, or former member.
- Generally, no more than \$1,000 granted to any individual or household in 1 year (dated from first request).
- Generally, disbursements will not be made directly to applicant/grantee, but to “vendor (i.e., landlord, lawyer, grocery store, etc.).
- Generally, no funds will be granted for revolving credit debt issues.
- If applicant/grantee is employed by First Free funds may be granted depending upon circumstance and our discretion. In order to avoid conflict of interest any funds awarded would be disbursed as an addition to a paycheck and would be taxable income.

### **Approval Process**

1. Fund requests get routed to Primary Contact.
2. Form (online or hard copy) is filled out and submitted to Primary Contact.
3. Primary Contact reviews request and if eligibility guidelines are met, emails request/recommendation to Approval Committee for confirmation.
4. Approval Committee replies via email with “yes”, “no”, or “further questions”.
5. If funds are approved, Primary Contact submits check request form to Finance Team and notifies grantee of approval.
6. Finance Team drafts check and disburses funds.
7. If funds are not approved, Primary Contact notifies grantee.

### **Approval Committee**

- Staff person as “Primary Contact” (currently Del Shimandle, Pastoral Fellow of Outreach)
- Eleeo NCP team leader
- Elder Board member
- Finance team member