

## CRISIS & COMPASSION FUND POLICY

Draft – June 1, 2020

### 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 backward from current 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.
- If an applicant/grantee has needed to make frequent/repeated requests, the Crisis & Compassion Fund Committee may opt to engage applicant/grantee in an asset based approach to providing additional assistance. The goal will be to work with the applicant/grantee by employing holistic development and constructive accountability.

### 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. Crisis & Compassion Fund Committee replies via email with “yes”, “no”, or “further questions”.  
*(NOTE: Generally, affirmation of a request requires a “unanimous” vote. If a committee member is unavailable to vote, approval may be granted at discretion of available voting committee members.)*
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. *(NOTE: Generally, granted funds will be disbursed within the normal cycle of business (i.e., requests submitted on Friday, checks cut and mailed on following Monday.))*
7. If funds are not approved, Primary Contact notifies grantee.

### Approval Committee

- Staff person as “Primary Contact”
- 1 or more Elder Board member(s)
- 1 or more Finance team member(s)
- 1 or more Additional member(s)