

BENEVOLENCE ASSISTANCE GUIDELINES

Kingston Wesleyan Church



The purpose of Benevolence Assistance is to provide financial aid to an individual or family who has an urgent need. Benevolence Assistance may not be applicable for all cases which need long-term financial support. The church has the right to adjust or decline an applicant's request and may consider providing assistance other than monetary help. Applicants do not need to be members of the Kingston Wesleyan Church (KWC) family to apply for Benevolence Assistance.

When it comes to providing Benevolence Assistance, KWC does not discriminate between Applicants based upon race, gender, sexual orientation, national origin, geographic territory, or disability.

BENEVOLENCE ASSISTANCE PARAMETERS

1. Benevolence funds will only be granted based on the merits of the application for the purpose of meeting primary short-term needs. These needs are defined as those necessary for physical, emotional, and spiritual survival resulting from circumstances beyond the control of the Applicant. Some examples of the needs are:
 - Food
 - Transportation
 - Medical Assistance (including counseling)
 - Utility bills.
2. The following area of need may be considered, but are less likely to be funded:
 - Rent/Mortgage payments for ongoing leases/mortgages;
 - Automotive maintenance repair expenses (for the purpose of getting to/from work or job interview)
 - Job training expenses.
3. Benevolence fund will not be granted for the following:
 - Legal fees or judgments (including lawyer fees, bail, court fees, traffic violations, etc)
 - Rent or mortgage down payment, deposits, association fees, etc.
 - Automotive purchase expenses (including down payments, monthly payments, etc)
 - Long term and/or repetitive expenses.
4. Benevolence Assistance will only be granted on behalf of the Applicant or his/her immediate family (those living with the Applicant or a dependent of the Applicant) one time during a 12-month period after assistance has been approved and paid.
5. Assistance may be provided in the form of goods or services. The type of aid that is appropriate depends on the Applicant's needs and available resources.
6. A maximum of \$500 is available for assistance toward approved applications. If the Applicant is requesting KWC to provide partial payment for a need greater than \$500, the Applicant must provide proof that the remaining amount will be provided by other means. In some cases that meet the specific requirements, amounts greater than \$500 may be approved by a member of the KWC Executive Committee.

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Benevolence Assistance Applications Process:

Applications can be found on the KWC website (kingstonwesleyan.info/benevolence) or by completing a request at the Connections Center at the Church. Digital applications should be submitted using the button in the document or emailed on benevolence@kingstonwesleyan.com. Printed applications can be mailed to:

Kingston Wesleyan Church
Attn: BENEVOLENCE
P O Box 248
KINGSTON MI 48741

PLEASE NOTE: Completed Applications are kept strictly ***confidential*** and will be reviewed by the KWC Benevolence Assistance Review Team. The team will provide a final decision within ***7 days*** of receipt of the Applicant's completed form. The Applicant will be contacted by a member of the Review Team with the final decision or a request for additional information. Please allow for the ***7-day business day business window*** to expire before inquiring about the status of an application.

At the discretion of the Benevolence Assistance Review Team, additional documentation may be requested. The Review Team will speak directly to the vendor/business/service provider to verify information.

If approved, a check will be distributed to the vendor/business/service provider to which the Applicant owes the funds.

NO FUNDS WILL BE DISTRIBUTED DIRECTLY TO THE APPLICANT AND NO CASH WILL BE DISTRIBUTED TO ANYONE.