

**APPLICATION FORM: BENEVOLENCE FUND REQUEST**

**MEMBERSHIP:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Are you a current registered member of St. Mary's Church?  Yes  No

**Note:** Only current registered members of St. Mary's Parish are eligible to receive benevolence gifts from this fund.

**BRIEF SUMMARY OF CURRENT FINANCIAL STATUS:**

\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF NEED:** (Briefly describe your recent hardship or extraordinary circumstance)

Please list the name of businesses and amounts for your request (use additional page if necessary). Checks will **not** be issued to parish members.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ .00

Requests are reviewed monthly except in cases of emergency. Is this request urgent in nature?

Yes, this request is urgent, process immediately.

No, this request can be processed at the next scheduled review (usually 1-3 weeks).

**REFERENCES:** (Please provide a list of people or organizations with phone number who can verify your need).

1. \_\_\_\_\_ ( ) \_\_\_\_\_

2. \_\_\_\_\_ ( ) \_\_\_\_\_

3. \_\_\_\_\_ ( ) \_\_\_\_\_

Your signature below authorizes us to consult with other community partners (Red Cross, United Way, Salvation Army, Department of Human Services, etc.) about your application to help determine how best to meet the existing need.

I certify that the information on this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For office use only:**

Assistance Provided:  Yes \$ \_\_\_\_\_  No

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



## Benevolence Fund Overview & Application Process

St. Mary's Parish  
1303 West Broadway Street  
Winona, MN 55987

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### **Our Mission**

We are God's partially faithful, yet wonderfully gifted people. Together we are called to heal, educate and connect all our brothers and sisters to our loving and forgiving God. We believe that this call comes to us in Baptism, and is nourished through the Word, Eucharist, and *works of mercy and caring*.

### **Supporting Our Works of Mercy and Caring**

The St. Mary's Church benevolence fund provides short term help for St. Mary's parish families who are experiencing periods of financial hardship.

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### **Benevolence Defined**

Benevolence is defined as an act of kindness or generosity. The St. Mary's Parish benevolence fund has been created to assist members of our parish facing unique situations of hardship or extraordinary circumstances as a result of extending discipleship and ministry to others in need.

### **Fund Collection**

The Benevolence Fund Raising Committee at St. Mary's Church organizes and conducts a variety of fund raising events throughout the church year. These funds are designated to be used for benevolence purposes for members of our parish.

### **Eligibility**

Persons requesting funds must be registered members of St. Mary's Parish. Applicants, who consider St. Mary's Church as their parish but are not registered, must complete parish membership forms before their request can be submitted for consideration. Members may make a request to the parish benevolence fund once per year except in cases of extreme hardship.

### **Application Process**

The application form on the back of this page should be completed and returned to the parish office in a sealed envelope labeled: Attention – BENEVOLENCE REVIEW COMMITTEE or be mailed to the parish address on the top of this form. All requests, large or small, must be submitted in writing via the application form. Any request for the basic necessities of life (food, gas money, etc.) of no more than \$100 will be directed to the Winona Volunteer Services.

### **Confidentiality and the Approval Process**

The application is reviewed by the Benevolence Review Committee. The committee is made up of one Pastoral Council member, one Benevolence Committee member and one at-large member of the parish. The Pastor and parish staff do not review the requests.

After review, the Benevolence Review Committee provides a general summary of all applications received, a balance of the benevolence fund, and a recommendation for approval of the applications to the Pastor. All personal information about the request is kept confidential.

The Pastor will accept or reject the Benevolence Review Committee's recommendations. If the Pastor elects to modify the recommendation, he will first consult the Finance Council. All approved applications will be given to the appropriate parish staff for payment.

### **Distribution**

Checks will **not** be issued to parish members. Checks will be made payable to the designated recipient (for example: housing, tuition) on behalf of the individual. Payments will be distributed at the end of each month except in cases of urgent need to sustain the basic necessities of life and that Winona Volunteer Services cannot meet that need.