

Last Name: _____

New Covenant Benevolence Application

Benevolence is for members and regular attendees of New Covenant. Outside assistance is only given for special cases. Benevolence assistance is for one time emergencies and normally will only be given once every 6 months for New Covenant family and once every 12 months for those outside of New Covenant. Decisions on benevolence requests are made once a week on Wednesday mornings. If approved, a check will be written and will be available on the following Friday.

Please **print** clearly and fill out this form (both sides) as completely as possible. The information requested is necessary to process your request for assistance. It will be kept private (see other side for details). It is used to evaluate your need and to provide documentation that our assistance meets the IRS guidelines for charitable contributions (such as assistance with food, shelter, clothes, or medical needs).

Name _____ SS# _____
Address _____ Birthday: _____
_____ Phone #: _____
_____ How long at this address? _____

Do you regularly attend New Covenant? _____ Are you a member of New Covenant? _____
If not, how did you hear of New Covenant? _____

If you are related to any church employee or any member of the church staff, elder board, or deacon board, please list the name and the relationship:

What is the total amount needed? \$ _____ When do you need it? _____

Please briefly explain the nature of your need. If you owe money for rent, utilities, medical bills, etc., please list (or attach) name to be paid, address, phone, account number, and the total amount you currently owe. Please attach a copy of any bills for which you are requesting assistance.

If you have applied for assistance for this need with another church or agency, please list below:

Continued on other side

If you have ever **applied** for assistance from New Covenant in the last 2 years, please list below and state any assistance you received:

Your application will be reviewed by our Benevolence Committee, which is normally a 72 hour process. Any help given may require participation with a local agency or ministry which has expertise in helping with a particular need. Applicants may be asked to meet with a budget coach to clarify issues of need and to assist in other ways to deal with financial shortfalls.

Completing an application and being interviewed does not guarantee that assistance will be provided. If assistance is approved, payment will be made by check to the service providers (mortgage company, utility company, etc.). No money will be given to the applicant.

By signing below, I state that I have read this form and that the above information is accurate and true.

_____ **Please sign here**

_____ **Date**

For office use:

Reviewed by: _____ **Date:** _____

Action Taken: _____

Recorded by: _____ **Date:** _____