

## **THE FUND FOR THE DIACONATE**

### **GUIDELINES FOR MAKING GRANTS**

1. All grants from The Fund for the Diaconate are disbursed for the sole purpose of assisting deacons – working, retired, or disabled – who have insufficient funds for their needs. Applicants may apply for ongoing monthly and/or a one-time grant.
2. Those requesting grants must demonstrate need by submitting details of their income, resources and expenditures on a “Request for Assistance” form approved by the Board. Forms must be updated annually.
3. Assistance from The Fund is granted only when an applicant has demonstrated that all other potential sources of support (annuities, savings, SSI, Social Security, family resources and pensions) are being utilized to the extent possible with demonstrable need remaining.
4. In order to make funding decisions The Fund may, at its discretion, contact the diocesan bishop’s office and work with that office to determine how best to meet the need.
5. The Fund gives priority to beneficiaries who are already receiving grants and who demonstrate continuing need for financial assistance. Continuing need is documented by completing an updated “Request for Assistance” form annually.
6. A single one-time grant in any 12-month period may be funded when an applicant can demonstrate the ability to return to self-sufficiency as a result of the financial help received.
7. Except in an emergency, requests for financial assistance will be reviewed by the Board in one of two semi-annual meetings.

Approved by the Board 10/11/16.