



## **A Guide to Completing the Request for Financial Assistance**

### **I. Background Information**

Please complete the information requested. It is important that we have the information asked for in question 11. If your Diocese has an Archdeacon who knows you, please include the Archdeacon's name and contact information either in this space or on the back of the page.

### **II. Income Information**

Please include income from all sources. Note that we request not only your income, but income for your spouse, partner, and any other people you live with and share expenses with. List both Monthly and Annual figures. You may use your anticipated 2024 figures and explain on the back of the form or a separate sheet if they differ from the required documentation you submit with your application.

Also list other assets, including savings, retirement accounts, trust funds, etc.

### **III. Expenses Information**

Please note that the form includes both Monthly and Annual expenses. If your expenses are the same each month, you may multiply your monthly expenses by 12. If an expense is annual, rather than monthly, indicate that in the notes. You may use your anticipated 2024 figures and explain on the back of the form or a separate sheet if they differ from the required documentation you submit with your application.

Total each section in the column.

At times the Fund combines our assistance with aid provided by your Diocese. We also verify your status as a deacon in good standing as necessary. Your signed application gives us permission to reach out to your bishop or archdeacon.

If you have any difficulty with the forms or have questions, please contact me and I will work with you.

Once I receive your application, I will call you to discuss it and to learn as much as possible about your need.

My contact information  
Deacon Theresa Lewallen  
grants@fundfordiaconate.org  
800-281-5421, ext. 1

Mailing Address:  
Fund for the Diaconate  
P.O. Box 12621  
Charlotte, NC 28220