

**Center for Spiritual Living Delaware**  
Benevolent Fund Distribution Policy  
Approved by the Board of Trustees Effective Sept 2020

**CSL DE Benevolent Fund Disbursement Policy**

This policy sets forth the conditions for which the Center for Spiritual Living Delaware may authorize and disburse funds that are classified as benevolence. Benevolence disbursements will only be approved to provide for the basic necessities of life to CSL DE members who have financial needs. Types of disbursements may include food, clothing, shelter, medical care, financial support, and other types of assistance as approved by the Board of Trustees. Financial assistance provided as benevolence is intended to be a one-time gift.

To qualify for benevolence, the intended recipient must have a hardship created by factors such as, but not limited to, the following:

- Loss of employment
- Significant reduction in employment
- Death in the family of a wage earner
- Hardship resulting from a natural disaster

**Process**

Benevolence requests must be made by the person requesting the assistance. Requests can be mailed or emailed to the Spiritual Director, who will then forward the request to the Board of Trustees. Requests should include the following:

- Name and address of the person for whom benevolence is requested
- Criteria for which benevolence might apply to
- Benevolence requested e.g. clothing, food, shelter, finances, etc.
- Contact information for person making the request so the Board can follow-up with additional questions if needed.

All requests will be reviewed and voted on by the Board. The Spiritual Director will provide the Board with a benevolent request within 5 business days of receipt; the Board will review the request and ensure that it meets the stipulations of this policy.

If the Board determines that the benevolence request qualifies: a majority approval is required before any disbursements are made. The Board will determine both the type and/or amount of the benevolence to be disbursed. The Board will then notify the Office Manager/CSL DE Finance Team of their determination.

The Spiritual Director will inform the requestor of the determination of the Board. Disbursement for approved benevolence will be issued within 1 week of the approval

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**Determining Benevolence Awards**

Benevolence awards must be both “reasonable” and documented.

**Establishing Need**

All needs must be documented. All documentation must be written and must establish the existence of a financial deficiency and the inability of the individual making the request to meet that deficiency

- All requests for help require that an application be filled out in full and signed by the person making the request.
- Individuals making requests may need to provide copies of bills to establish the existence of a need, and other documents if deemed necessary to render a decision.
- Any requested documentation must be in written form and current (status as of the day of application or payment). No payment can be made without current written documentation. Payment will be made directly by a member of the CSL DE Finance Team.
- Where the need is not a specific amount (food for a family, for example), Benevolence may provide what is reasonable under their circumstances

A member of the CSL DE Minister/Practitioners will interview individuals seeking assistance to make a recommendation and provide prayer and counseling to reverse the adverse “condition(s)” the individual is experiencing.

**Follow Up**

A member of the Board of Trustees will follow-up with each recipient for continued spiritual support and care.

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**Center for Spiritual living Delaware Benevolence Request Form**

**Please fill out this form and you will be contacted after your request has been reviewed.  
 This may take at least (5) business days from the date submitted.**

Please Print

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Primary phone # \_\_\_\_\_

Describe your need(s)?

What has happened to create this(these) need(s)?

Check the bill(s) for which assistance is being requested	Monthly Expense	Amount Due	Due Date
	Mortgage/Rent		
	Electricity		
	Water		
	Cell Phone		
	Groceries		
	Car Payment		
	Car Insurance		
	Gasoline		
	Cable/Internet		
	Child Care		
	Prescriptions School related expenses		
	School related expenses		

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