



Guidelines and Policy for Applicants Disbursement from the Marble Care Fund

www.marblechurch.org/carefund

A. General Guidelines

The Marble Care Fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis and not a source of income for monthly and routine expenses.

Assistance from the Marble Care Fund is intended to be a one-time gift. In unusual circumstances, the Marble Care Fund Committee may decide to help more than one time. As the financial situation of the recipient improves, the recipient may choose to help replenish the Marble Care Fund.

Those requesting help must be willing to give the Marble Care Fund Committee permission to follow up on any of the information provided to the Committee. The Committee will maintain the confidentiality of information provided.

The Marble Care Fund Committee will be composed of (a) One Marble Minister; (b) One member of the Marble Business Office Staff; (c) One other member of the Marble Staff; (d) One Marble Deacon or other Marble Member; and (e) One member of the Marble Benevolence or Stephens Ministry Leadership Committees. Three members of the committee will constitute a quorum necessary to make decisions either by an in-person meeting or a conference call.

The recommendation of the Marble Care Fund Committee will be submitted to the Marble Executive Minister for approval.

B. Recipients

In order of priority, recipients of funds disbursed from the Care Fund at the direction of the Marble Care Fund Committee are:

- 1) Marble Church members
- 2) Marble regular attendees and adherents
- 3) Members of the Marble community upon recommendation by a church member.

C. Criteria and Application Process

The purpose of the Marble Care Fund is to meet people's basic needs. Normally, these needs are defined as, but shall not be limited to, the following:

- Housing
- Food
- Utilities
- Essential clothing
- Medical treatment
- Essential transportation expenses, such as to or from a place of employment, medical appointment, etc.
- Essential childcare

Needs that shall NOT be met by the Marble Care Fund include, but shall not be limited to, the following:

- School expenses, including private school fees or tuition
- Business expenses or investments, or anything that brings financial profit to the individual or family
- Credit card bills. Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (*e.g.*, hospitalization, death, etc.)
- Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
- Legal fees
- Penalties resulting from irresponsible actions

Generally, assistance from the Care Fund will be on a one-time basis. It shall not exceed \$2,500 per person or family (this is a cumulative cap in the unusual case of someone who receives more than one gift from the fund).

Pastoral care will be provided to Care Fund applicants as needed.

In very unusual circumstances, families and individuals who are in need of substantial funds (over \$2,500) and who have the opportunity to make a life-changing decision can continue to be assisted up to whatever limit the Marble Care Fund Committee, with approval of the Executive Minister, deems appropriate. Such cases should be reviewed carefully.

D. Submitting the Request

A "Request for Marble Care Fund Assistance" application must be filled out online by the person requesting help or by someone who is assisting the person in need. If online access is not available, a copy of the form may be obtained from **Marble Collegiate Church**, 1 West 29th Street, New York, NY 10001, or downloaded from the church's website (<https://www.marblechurch.org/carefund>).

The application may be returned to the Marble Care Fund Administrator (CareFund@marblechurch.org). In ALL cases, the applicant will be required to submit proof of need (*e.g.*, eviction notice, turn-off notice, etc.). The applicant may take a phone photo of the document where a PDF or other copy is not available for attachment to the application.

The Committee reserves the right to award an amount less than the amount requested. The Marble Care Fund Committee will not provide help to anyone who, in its estimation, will have negative or irresponsible

behavior reinforced by financial help. Those requesting assistance will be offered pastoral counseling if appropriate.

Distributions from the Marble Care Fund will be made without regard to race, color, beliefs, national origin, marital or parental status, physical or mental disability, sexual orientation, gender, citizenship status, veteran or military status, and/or age.

E. Processing the Request

The Marble Care Fund Committee will review the request and the applicant's church records.

The Marble Care Fund Committee will determine whether the recipient will be given (a) a small grant of \$250 or less; (b) an in-kind grant such as a food purchase card; or (c) a large grant to cover an expense such as a rent or medical payment.

The Marble Care Fund Administrator or Minister will inform the applicant of the decision by email, text, phone, and/or letter. Every possible effort will be made to process the request within ten business days.

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Inquiries to Rev. Susanah Wade (CareFund@marblechurch.org)



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