

# Everence Sharing Fund

## Grant usage guidelines



The Everence® Sharing Fund provides shared/matching grants to help people in need as part of the Everence mission to help our members integrate their finances with their faith. Money to fund our grants is generated by the sale of Everence products and services.

### Using Sharing Fund grants

The purpose of the Everence Sharing Fund is to help people who are struggling financially and who are often in crisis or facing an emergency. Therefore, Everence retains the responsibility, and the right, to question the appropriateness of a congregation's intended use.

### Acceptable uses for Sharing Fund grants

Grants may be used to help members or community people in serious financial need because of:

- Insurance premiums (however, grants are not intended to fund health care plans for those who can afford them, nor does this grant include pastor premiums).
- Home payments or utilities.
- Food.
- Debts or taxes.
- Employment assistance.
- Vehicle needs.
- Home repairs or handicapped accessibility needs, including appliances.
- Expenses due to natural disasters.
- Medical (physical or emotional) or related expenses not covered by insurance.
- Funeral expenses.
- Medical or emergency travel expenses.
- Lost wages due to illness or death.
- Comprehensive financial planning (for people in financial trouble, grants can help with the cost of developing a plan).

Other appropriate uses for grants include providing assistance to local organizations or church projects that help people with basic financial needs such as:

- Disaster relief.
- Housing projects.
- Homeless or hospitality assistance.
- Food pantries.
- Services for people with a disability (developmental, cognitive, physical, etc.) or mental illness.
- Job rehabilitation.
- Low-income medical clinics.
- Immigration services.
- Low-income day care or preschool.

### Ineligible uses for Sharing Fund grants

To adhere to the Sharing Fund's stated purpose (see above), the following types of grant requests are not eligible:

- Community outreach through Vacation Bible School, Christian education, community picnics and concerts, youth centers, alternative holiday programs, mailings, and informational programs or workshops.
- Leadership education, i.e., continuing education and sabbaticals for pastors and those in seminary training.
- Prison ministry and chaplaincy programs.
- Individual service/mission trips.
- Adoptions and crisis pregnancy centers.
- Youth convention expenses.
- Scholarships to send children to camp.
- Tuition/cost of education.
- International aid.
- Upgrades to church buildings.

**These lists of "acceptable" and "ineligible" projects should not be considered complete. If in doubt, contact Everence for clarification at 800-348-7468 ext. 3388.**

### The Sharing Fund budget

The Everence Sharing Fund has a total budget amount that is renewed each year from which grants are distributed.

Funds are available each year until the total Sharing Fund budget has been depleted or until the Dec. 10 deadline. Once that happens, Sharing Fund grants will be unavailable, regardless of the amount of funding you're eligible for, until the new year.

### To apply for grants

Since the Sharing Fund grant budget is not unlimited, Everence suggests that congregations apply for grants as the needs arise rather than waiting until the end of the year. **Sharing Fund grant applications must be received or post-marked by Dec. 10 of a given year. Late applications will not be accepted.**

However, if you provide a member with eligible assistance between Dec. 11 and Dec. 31 of a given year, you may apply for a grant to help meet those expenses. The application must be submitted before Feb. 28 of the following year. Grants made from these circumstances will count against that following year's eligibility.

### Application procedure

1. The Everence advocate applies for the grant, filling out the application.
2. Submit the completed application and supporting verification documents to Everence.
  - Fax: 574-537-6639
  - Email: [sharingfund@everence.com](mailto:sharingfund@everence.com)
  - Mail: Everence, Attn: Sharing Fund, PO Box 483, Goshen, IN 46527.
3. When approved, Everence will send the grant check to the advocate.
4. Checks will be made payable to the congregation, which will distribute the funds to the grant recipient.

# Application for Everence Sharing Fund Grant



**For office use only**

Grant # \_\_\_\_\_

**When applying for a grant, choose one of these two options:**

1. If the grant is for a **person**, fill out this section:

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Member or attender of our church  Community person

Gender  Male  Female

2. If the grant is for a **community service organization**, fill out this section:

Name of organization \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

For either, describe why the funds are needed and how they will be used (attach sheet if necessary).

## Financial

What are the actual or estimated expenses for the need? \$ \_\_\_\_\_

How much has the church contributed? \$ \_\_\_\_\_

(Include a copy of the check or signed statement from the church.)

Grant amount requested \$ \_\_\_\_\_

## Due to Internal Revenue Service regulations, checks will be made payable to the church.

Indicate which applies:

My grant qualifies for a 50 percent match because it will be used to reimburse our church benevolence fund.

My grant qualifies for a 100 percent match because it will be given to the recipient for additional expenses.

Name of church \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Name of Everence advocate \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_ Email \_\_\_\_\_

Advocate signature \_\_\_\_\_ Date \_\_\_\_\_

### Everence

1110 N. Main St.  
P.O. Box 483  
Goshen, IN 46527  
everence.com

Toll-free: 800-348-7468  
T: 574-533-9511

**Submit the completed application and supporting verification documents by Dec. 10. Late applications will not be accepted.**

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