



Kingdom Culture Church Benevolence Request Form

When a church assists church members or other individuals the IRS requires the church to keep certain documentation and records on individuals the church has helped. This form should be filled out each time the church helps a person financially. This **Confidential Form** should be kept with the church financial records.

Name: _____ Date: _____

Address: _____ Email: _____

Phone# (Home): _____ (Cell) _____ (Work) _____

1. Are you a member of Church? ☐ Yes ☐ No

2. Which best describes your attendance at Kingdom Culture Church?

☐ Frequent ☐ Sometimes ☐ Seldom ☐ Never

3. In your opinion which description best describes your financial situation?

☐ Short term emergency ☐ Short term problem ☐ Long term problem

5. The total amount of your request is _____.

6. What is it for? _____.

7. Who should we make the check payable to?

_____. Acct. # _____

8. Are you willing to receive financial counseling? ☐ Yes ☐ No

9. Are you currently employed? ☐ Yes ☐ No ☐ Full-Time ☐ Part-Time

Name of Employer _____

10. If married, is your spouse employed? ☐ Yes ☐ No ☐ Full-Time ☐ Part-Time

Name of Employer _____

11. Total number of people in the household:_____

12. Total weekly household income:_____.

13. Briefly, explain your needs and what led you to request assistance. Your family at KCC is always praying for you and providing counsel where needed.

Please allow the KCC Business Office 5- 7 business days to process each inquiry.

Signature _____

If married, signature of spouse _____

Official Use Only

Official _____

Approved via Email ☐ Approved at Meeting ☐ Need more information ☐ Denied

More information needed _____

Check dated _____ Check# _____

Given to person completing the form ☐ or Check mailed to address (above) ☐

Different address _____

Check given to _____ for delivery.

Benevolence Process

Kingdom Culture Church Process Guidelines

The purpose of the Benevolence Fund is to provide financial aid to an individual who is in need on an urgent basis. The Benevolence Fund may not be applicable for cases which need long-term financial support. The church has the right to adjust or to disapprove an applicant's request and may consider providing assistance other than monetary help.

Applicants are not granted financial assistance based on relationships between church leaders or being a significant church contributor. The church does not discriminate between applicants based upon race, color, sex, national origin, age, geographic territory, or disability. The Leadership Team may provide short-term (or emergency) assistance to ensure that an applicant has the basic necessities such as food, housing, transportation, and medical assistance (including counseling).

The preferred method of providing assistance to pay for the applicant's need directly to the business provider. Assistance may also be provided in the form of goods or services. The type of aid that is appropriate depends on the individual's needs and available resources.

Basic Requirements

1. Active participant of Kingdom Culture Church
2. Need must be related to a short-term financial crisis (medical emergency, accidents, loss of job, etc.)

Exclusions

1. Legal fees related to family disputes
2. Long term and repetitive expenses

Benevolence Process

1. Complete and submit the Benevolence Request Form.
2. A Leader will contact an applicant regarding the request.
3. The leader will submit the form to the leadership team for approval (note: typically, this will happen during the monthly meeting but can happen via email if it is an emergency).
4. The Leadership team will approve or deny the request, or ask for additional information.
5. If approved, the check will be distributed.
6. A leader may follow up with the recipient and give an update at the next leadership meeting.

Additional Criteria

At the discretion of the leadership team, you may be requested (if married, both husband and wife) to do one or more of the following:

1. Provide documentation regarding your income.
2. Participation in financial counseling.
3. Take a class on biblical financial management or complete a workbook on biblical stewardship.