



St John's Houghton with St Peter's Kingmoor

## Support Fund Regulations

The mission of the church is  
'To love Christ and make Him known'  
everything we do is directed by this purpose.

1. The purpose of the fund is to offer financial support to assist in alleviating financial hardship by offering monetary grants subject to certain criteria being satisfied.
2. The amount of the fund available for this purpose shall be set annually by the PCC and shall be £5000.00 until varied by the PCC. If at the end of any year the fund has not been fully utilised the next payment from the PCC to the fund shall be the sum required to take the balance of the fund up to £5000.00.
3. The fund is part of the property of the PCC but is controlled separately from the PCC. The fund will be overseen by 4 individuals, one from each congregation and one from the PCC who are the trustees. This is in order to maintain confidentiality for those requesting support.
4. Money paid to the PCC for the purpose of the fund is for the exclusive use of the fund. Gift Aid cannot be reclaimed on money it receives directly.
5. The main criteria is that the applicant has an immediate need and their resources are insufficient to meet that need. The fund will allow for immediate (or foreseeable in the next 30 days) living expenses.
6. Payments out of the fund of up to £250 per applicant are to be approved by the trustees and subject to review. It may be appropriate to make small ongoing payments. Any sum above £250 would need to be approved by at least 3 trustees and no payment shall exceed £1000.00 in any one year. Dealing with applications speedily will be a priority as will confidentiality. The amount of payments should be reviewed regularly.
7. The applicant should be connected to the church. Applications to the fund should be made on a form available online or from the Parish Office, giving details of the applicant's current financial circumstances and why the grant is required.
8. The applicant will be interviewed by two of the trustees and a recommendation then put to the all trustees by email for approval or rejection. For the decision to be binding it must be supported by 3 trustees. The decision of the trustees will be taken in either a face to face meeting or by electronic means eg Zoom. The decision and the reasons for it will be minuted. Each applicant should be identified only by his/her initials.
9. Unless agreed by 3 of the trustees the payment should not be made to the applicant but to the creditor eg utilities company.
10. Where deemed appropriate the trustees can, instead of offering a grant, or in addition to it, recommend the taking of advice regarding the personal management of money through eg Christians Against Poverty.