

VOX VENIAE GOOD NEIGHBOR FUND

REQUEST FOR ASSISTANCE

SPONSOR ANNEX

Name of Applicant: _____

Name of Vox Veniae Sponsor: _____

Additional Applicant Information

Name of spouse (if married): _____

Name of children (if applicable): _____

Name of current or most recent employer: _____

Employment address: _____

Position and description: _____

Name of supervisor: _____

Phone: _____ Email: _____

Additional Request Information

What other sources of financial assistance has the applicant sought or received within the last year?

Has the applicant met with a financial adviser within the last year?

What steps is the applicant taking to improve the circumstances that led to this request?

Guidelines

Description of the Good Neighbor Fund

The Vox Veniae Good Neighbor Fund (the “Fund”) is a resource for the needs of the East Austin community that is connected to Vox Veniae (“Vox”). Vox administers the Fund in obedience to the Biblical command to love our neighbors and to care for those in need. Vox is responsible for careful stewardship of the Fund.

The primary objective of the Fund is to provide help to anyone connected to the Vox community who is in need of emergency assistance. In most cases the Fund will not be an appropriate source of support for a long-term or ongoing financial need. Vox has the right, at any time and in its sole discretion, to deny a Request for Assistance (a “Request”), to provide non-financial assistance rather than financial aid, and to change or terminate any type of aid it chooses to provide.

Vox will in most cases provide assistance by issuing payment for a qualifying need of the applicant directly to the business or service provider. Vox, in its sole discretion, may also provide assistance in the form of goods or services. In some cases Vox may require an applicant to provide documentation regarding income, expenses and bank accounts. Vox may also choose to condition assistance on participation in budget counseling.

Vox does not discriminate on the basis of race, color, sex, national origin, age, disability, relationship with anyone in the leadership of Vox, or financial contributions to Vox.

General Requirements

- Applicant should be an active participant in the Vox community or connected to an active participant in the Vox community as a friend or neighbor.
- The Request should in most cases be related to a short-term financial need.

Ineligible Requests

- Legal assistance.
- Credit card debt.
- Automobile purchase.
- Long-term or recurring expenses.

Application Process

- Applicant completes and submits a Request to Vox.
- Vox contacts the administrators of the Fund, led by the Vox local mission team, and the Vox participant (the “Sponsor”) indicated in the Request.
- The Sponsor ensures that the Request is submitted to the administrators of the Fund and completes and submits this annex document (the “Annex”) simultaneously or as soon as possible thereafter.
- The administrators of the Fund review the Request and the Annex and contact the Sponsor and/or the applicant. This review usually occurs during a regularly scheduled meeting but may be conducted by email as needed.
- The administrators of the Fund approve the Request, deny the Request, or ask the applicant and/or the Sponsor to submit additional information.
- If the Request is approved, Vox contacts the applicant and/or the Sponsor and arranges to provide assistance.

* * *

By signing this document I acknowledge the guidelines and application process described herein and I agree to protect the confidentiality of all of the information that I review in connection with the related Request except as needed to process and evaluate the Request.

Name: _____

Signature: _____

Date: _____