

Hosanna Disaster Relief Fund Procedures

1. Documentation

- Applicants shall answer one question: “How would the Hosanna Disaster Relief Fund assist you in your disaster recovery?” Each recipient determined to be of need will receive the same monetary amount.
- The application process will be a blind one in which the application reviewers will not know the name/s of the applicants, nor will they know whether the applicants have made multiple requests.

2. Deadlines

- Deadlines for submission shall be as follows:
 - a) Initial deadline: 30 days from date of approval of the Hosanna Disaster Relief Fund procedure by the Hosanna Church Council
 - b) Follow-up deadline: 30 days following future announcements for submissions of application by Hosanna Church Council

3. Submissions

- Applications will be directed to the Hosanna Finance and Care Team leaders. Upon receipt, they will blind the applications by stripping out the name/s of the applicants and whether they have previously submitted an application. They will retain a ledger of applications by applicant name and date on the Hosanna shared drive.

4. Payments

- Once the Hosanna Disaster Relief Fund application reviewers have determined the amount of funds to be directed to an applicant, they will send approved applications with the allotted amount to the Care Team Leader. The Care Team Leader will then match the approved application to the applicants

name on the ledger and fill out a Payment Request Form. The Finance Team Leader will then affirm that the application matches the applicants name on the ledger and sign the Payment for Request Form. This form will then be submitted to the Office Manager for immediate payment.

- Applicant reviewers will regularly review the amount of funds available in the Relief Fund to ensure that they are not overcommitting funds.

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