

# Community Care Fund

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- [Email Template: Financial Assistance Request \(Non-Community Member\)](#)

# Community Care Fund

This fund was formerly called the Ministerial Discretionary Fund

## 1. Purpose

The **Community Care Fund** exists to offer short-term, confidential financial support to members of our Foothills community who are facing urgent need.

This guidance supports our commitment to **compassion, equity, and pastoral care**. It ensures this support is offered with **discretion, clarity, and consistency**, aligned with our mission to care for one another with courage and humility.

## 2. Organizational Guidance

The Community Care Fund is available **once per calendar year** per household. The fund is not for long-term or recurring assistance but is intended to meet acute, essential needs.

### Eligibility

- Individuals must have a **current connection to the Foothills community**, such as:
  - Member or regular attender
  - Active participant in a ministry area
- Priority is given to needs related to, but not limited to
  - **Housing stability**
  - **Food insecurity**
  - **Medical access**
  - **Transportation**
  - **Safety and crisis response**
- Exceptions may be made at the minister's discretion.

## Request and Disbursement Process

### 1. Initiate Request

- A request may come through a minister, staff member, Caring Listener, or trusted lay leader.
- The individual may also directly reach out to a minister or relevant staff.

## 2. Review and Decision

- The request is reviewed by a designated member of the Ministry Team, often the Minister for Community Care.
- Decisions consider
  - Urgency
  - Alignment with fund purpose
  - Whether community resources have been utilized or are available
  - Available Community Care Fund budget

## 3. Disbursement

- **[This form](#) is submitted** by a minister to request the check. Be sure to note whether the check is to be sent via mail or be picked up at Foothills.
- The **amount is open**, determined based on the situation and available resources.
- A **Community Care Fund Note in PCO** is generated by the minister connected with the disbursement.

# Confidentiality and Records

- All requests and disbursements are treated with **strict confidentiality**.
- Only those directly involved in review and disbursement are aware of identifying details.
- Records are kept solely for **internal financial oversight**—not for public or staff-wide reporting.

# 3. Related Content

## Bylaws and Policies

This guidance interprets or implements the following:

## Organizational Guidances & SOPs

This guidance is related to or informs the following:

- [Template Email for responding to request from someone who is not engaged at Foothills](#)

# 4. Revision History

Originally created by

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## Your Request for Support

Thank you for reaching out and for sharing a bit of what you've been carrying lately. [Acknowledge their specific situation in 1-2 sentences, e.g., what they're navigating, any bright spots they mentioned.]

I want to be transparent with you about how we're able to respond to financial requests. Because we are a community with limited resources, the direct financial support we offer is reserved for individuals who are active members of our congregation. To my knowledge that isn't the case for you, but please let me know if I'm wrong. For the wider community, our support is primarily channeled through local partners who are better equipped to help with emergency financial needs.

We do have one specific fund open to the broader community: a Mutual Aid Fund dedicated to LGBTQIA performing artists. If that describes you, you're welcome to apply here:

<https://foothillsuu.org/fierce-together-fund/>

Outside of that fund, here are some local resources that may be helpful:

- **2-1-1 Colorado:** Dial 2-1-1 or visit [211colorado.org](http://211colorado.org). It's a free, confidential service that can connect you with who currently has active funding for rent or emergency bills.
- **Larimer County Resource Hub:** [larimer.gov/community-resources](http://larimer.gov/community-resources)
- **Homeward Alliance:** One of our close partners, offering support services, resource navigation, and employment help. 970-494-9940 or [homewardalliance.org](http://homewardalliance.org)
- **MyFriendBen:** A quick online tool at [myfriendben.org](http://myfriendben.org) where you can fill out a short form to find out which government benefits and local assistance programs you may be eligible for.

I'm sorry we aren't able to do more. You are in our thoughts and we're rooting for you.

With care,