

RUBY'S PANTRY BENEVOLENCE FUND

POLICY AND GUIDELINES

Purpose of the Benevolence Fund

The Benevolence Fund is intended for charitable purposes in our community. Funds will be given to 501 (c) (3) Corporations (Nonprofit) and/or Agencies, by application, to those in need in the International Falls area. Its receipts consist primarily of the 10% of the donations received by the monthly Ruby's Pantry Food Distributions.

Oversight and Accountability

A committee will be appointed by the Ruby's Pantry Site Coordinator from the Ruby's Pantry Leadership Team. The Benevolence Fund Committee will be required to give a quarterly report to the Treasurer for filing with the Ruby's Pantry head office.

Contributions to the Benevolence Fund may not be earmarked or otherwise designated for a particular purpose or individual. In order to comply with IRS regulations concerning charitable contributions, all contributions to the Benevolence Fund must be unconditional and without benefit to the donor.

General Guidelines

The stated purpose of the Benevolence Fund is to meet people's basic needs. This section lists some of the most basic needs, or circumstances, under which financial assistance may be disbursed from the Fund:

- FOOD
- SHELTER
- UTILITIES
- MEDICAL TREATMENT
- TRANSPORTATION

A Nonprofit or Agency seeking assistance from the Benevolence Fund should take the following steps:

1. Completely fill out a "Benevolence Request Application" form.
2. The application will then be reviewed by the Benevolence Fund Committee. The Committee may contact the applicant for additional information or to schedule a meeting.
3. The applicant will be informed of the status of the application after the next monthly meeting of the committee.

Disbursement of the Fund

All disbursements from the Benevolence Fund shall be made directly to the Nonprofit, Agency or entity to whom payment is due. No Funds will be given directly to the person or household requesting the assistance.

CONFIDENTIAL

BENEVOLENCE REQUEST APPLICATION:

To be completed by 501(c)(3) or Agency requesting funds

Date _____

Name of Nonprofit or Agency _____

Street Address _____

City _____ State _____

Zip Code _____ Telephone _____

Email Address _____

Please indicate whether: Nonprofit _____ or Agency _____

Please provide IRS Determination Letter of 501(c)(3) status

Brief description of assistance and amount requested

Contact person and Title

(signature)

Please submit Request Application to:

Treasurer Ruby's Pantry
Backus Community Center
900 Fifth Street
International Falls, MN 56649