

## SISTERS OF ST. JOSEPH NEIGHBORS IN NEED FUND

**PURPOSE OF THE FUND:** The Sisters of St. Joseph Neighbors in Need Fund (the Fund) provides assistance to persons in need of temporary financial support. This purpose is in keeping with the spirit of the Congregation as written in the Constitutions: *"They, therefore, devote themselves with courage to every type of service which responds to the spiritual and material needs of people, but particularly to those works through which they may assist people who are poor, needy, or neglected by others."* (Nature, paragraph #23)

The Fund allows the Congregation to share its own resources and the resources of Fund donors in ways that take the unique circumstances of individual applicants into account. At the same time, the Fund's administrative procedures and application guidelines provide the framework for distributing grant awards and maintaining accountability for proper use of funds.

**ADMINISTRATION:** The Fund will be administered by the Neighbors in Need Fund Committee ("Committee") consisting of 3-5 Sisters who are appointed by the Leadership Team, but who choose their own chairperson. A member of the Leadership team will serve as a liaison to the Committee. The CSJ's Director of Development serves in an advisory capacity as needed and maintains records of Fund awards, but is not a member of the Committee.

**RESPONSIBILITIES OF THE COMMITTEE:** The Committee will: (1) publish guidelines which describe grant parameters and the application process; (2) provide grant applications upon request; (3) conduct timely application reviews; (4) recommend grant awards; and (5) forward Fund award documentation to the CSJ Development Director for record-keeping purposes.

### GUIDELINES

1. Requests for grant funds can only be made by a member of the Congregation of the Sisters of St. Joseph of Baden. Any Sister may submit an application.
2. Requests must be submitted on the **NEIGHBORS IN NEED FUND APPLICATION**.
3. Requested amounts should not exceed \$500. However, in the event of a disaster or extraordinary situations, the Committee may consider a larger award, provided funds are available.
4. Sisters are responsible for ensuring that funds are used for purposes stated on their applications. Past grants have been given for groceries, clothing, rent, furniture, school supplies, transportation, medical supplies, utility bills, and home repairs. **Direct awards of cash to grant recipients are highly discouraged.** Checks will be made out to the requesting Sister or to a designated vendor (i.e. landlord, utility company, etc.).
5. Every request will be considered, but preference will be given to those whom we serve in our ministries and neighboring communities.

### HOW TO APPLY:

1. Request a **NEIGHBORS IN NEED FUND APPLICATION** from Sr. Norma Zanieski, or obtain the application online which can be found in the Resources section of the Sisters and Associates Login.
2. Complete the application *in its entirety*. Missing information will delay the review process.
3. E-mail the completed application to [nzanieski@stjoseph-baden.org](mailto:nzanieski@stjoseph-baden.org) or mail it to Sr. Norma Zanieski, 1020 State Street, Baden, PA 15005.
4. Please e-mail or call Sister Norma Zanieski at [nzanieski@stjoseph-baden.org](mailto:nzanieski@stjoseph-baden.org) or 724-869-6526 with any questions.