



ILLINOIS STATE COUNCIL
KNIGHTS OF COLUMBUS

Email illinoiskc@illinoisknights.org
Website: www.illinoisknights.org

GENERAL ASSISTANCE FUND REQUEST

TO: State General Assistance Chairman Request #

FROM: Council #: District # Diocese

Name: (FEIN/SS #)

Address:

City: St Zip + Phone

Location Site:

Address

City: St Zip + Phone

Type of Facility i.e. Church, School, Club, etc

Type of adversity

(use an extra sheet of paper if necessary and attach to the back of this form)

Describe Who, What, When, Where, Why and How it happened (include newspaper clippings, photographs, estimates etc.)

Amount of Loss \$.00 Amount of Insurance \$

Amount of Council or Assembly Donation made towards cause \$.00

Amount Requested \$ Date of Request

Signature of Grand Knight (Request Originator)

Signature of District Deputy

FORWARD YOUR COMPLETED REQUEST FORM TO:

Illinois State Council
PO Box 681
Kankakee, Illinois 60901-0681

Office use only

CHARITY BOARD ACTION:

Denied Alternate Action Suggested

Approved Amount Approved \$

Signature of State Deputy Control #



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**GENERAL ASSISTANCE FUND (GAF)
GUIDELINES**

I. Purpose

The General Assistance Fund (GAF) exists to provide financial assistance to alleviate human suffering, especially to Knights of Columbus members and their families; support Knights of Columbus organizations and related like minded organizations in times of sudden and catastrophic need or extraordinary loss; and to foster the principle of charity within the Illinois jurisdiction of the Knights of Columbus.

II. Eligibility

Generally, charitable or nonprofit organizations not qualifying as 501(c)3 organizations are also eligible to request funds from the Illinois State Council Knights of Columbus GAF. Non 501©3 organizations/groups eligible under this fund include:

1. Voluntary nonprofit organizations including nonprofit groups organized under a fraternal order system.
2. Knights of Columbus Council Home Associations
3. Groups organized for the relief of human suffering [e.g., A group organized to raise funds to provide assistance to an individual afflicted with a life-threatening disease or injury]
4. Recognized and qualifying community service groups.

III. Type of Request

Consideration for GAF financial assistance is given to requests to provide relief from losses which result from 1) sudden and catastrophic events or 2) extraordinary losses. Sudden and catastrophic losses include damages resulting from such occurrences as vandalism, bombings, fire, flood, earthquake, hurricane, lightning, tornado, windstorms and other acts of nature. Financial assistance may also be provided for certain types of extraordinary loss as determined by the Illinois Knights of Columbus Elected Officers. Requests for relief of human suffering (individual or community wide) are made only to a specific fund established by qualified and recognized community service groups, financial institutions, or other entities. Non-qualifying GAF requests include assistance for property loss resulting from neglect of general maintenance and repair.

IV. Documentation Requirements

1. Requests for GAF charitable assistance must include appropriate documentation of the extent and nature of the loss (Financials, newspaper accounts, pictures, supporting letters on official stationery, or other similar documentation)
2. The amount of insurance coverage as compared to the extent of the loss must be documented. If the loss is not covered by insurance, a copy of the denial letter from the insurance company or an official letter from the organization's officers stating absence of insurance coverage is required.
3. If the loss is for community-wide relief and/or aid to victims of the disaster, rather than property loss, a letter from the local group identifying the purpose of the request is also required.
4. It is helpful to know if the local Council or Assembly has provided or is planning some form of support (cash donation, fundraiser, etc.) Please provide information about such activities.

V. Request Process

1. GAF Requests must originate from the Grand Knight of a Subordinate Council and be signed by the District Deputy. In the absence of an assigned District Deputy, selected or elected State Officers may also present requests on approved forms to the Elected State Officers.
2. Preference is given to Knights of Columbus members and their families for GAF requests which assist individuals with relief of human suffering. Subordinate Councils are also requested to demonstrate an ability to provide or have provided contributions when requesting funds for relief of human suffering.
3. All GAF requests are reviewed by the Illinois Knights of Columbus State General Assistance Chairman for the purpose of making recommendations to the Illinois State Council Knights of Columbus Elected Officers who have final approval on all requests.

VI. Tax Liability

A Form 1099 is filed for each approved GAF request. Recipients should check with their tax consultant to determine the extent of tax liability they may incur as a result of such financial assistance.