

## Procedure for Requesting Funds from Council

There may be times when a Conference needs temporary funding assistance beyond their own parish/donor support.

### **EXTRAORDINARY CIRCUMSTANCES** (Within Conference Boundaries)

If a Neighbor has an extremely expensive need that a conference determines is within its scope of work, but the financial amount of assistance is beyond their capacity, they should:

1. Seek co-payment support from the Toledo Diocese Conferences, and/or;
2. Submit an application to the Council for financial support.

### **ACT OF GOD / DISASTER RELIEF**

In the case of loss by fire, flood, storm or other incident, where one or more Neighbors need emergency assistance, a Conference may seek immediate assistance through the Council and SVDP wide co-payments.

**OUT OF CONFERENCE REQUESTS** If a Conference receives an out-of-area request from a Neighbor in a non-conference supported area and the request is within its normal guideline for support, they may seek financial assistance from the Council for reimbursement utilizing the following procedures.

1. The Conference should follow their own guidelines and procedures for Neighbor support. This includes but is not limited to:
  - a. Checking the ServWare database for Neighbor history.
  - b. Meeting face-to-face with the Neighbor and capturing the appropriate information to determine the need and if there is a path for the future.
  - c. Enter all the information in ServWare or forward all neighbor information to the Council for entry into ServWare. Send to [dbullimoresvdpt@svdp@gmail.com](mailto:dbullimoresvdpt@svdp@gmail.com) and [jimp4003@outlook.com](mailto:jimp4003@outlook.com).
2. If the Conference does not have the necessary funds, only part of the funds, or is just unable to assist but feels there is a need to be met, they should:

- a. Ask the Neighbor to call their area church/parish to see if they have any assistance program;
- b. Contact Council for assistance by completing the Request for SVDP Diocesan Council Funds form at [Request-For-Funds-Form-Rev-2-7-26.pdf](#).

Completed forms should be submitted by a Conference officer and sent to all the following: [dbullimoresvdp@gmail.com](mailto:dbullimoresvdp@gmail.com); [rmusch0608@gmail.com](mailto:rmusch0608@gmail.com); [d\\_k\\_bartlett@yahoo.com](mailto:d_k_bartlett@yahoo.com), and your District President.

Requests will be evaluated by Diocesan Council members. If approved, reimbursement will be sent to the Conference. Diocesan Council may deny a request or ask for additional information. Council reserves the right to suspend out-of-conference reimbursement program.

Approved: February 26, 2025

Rev: February 7, 2026