



# Vermont Conference United Church of Christ

---



## **IRENE RELIEF GRANT PROCESS AND APPLICATION**

The Vermont Conference has a special fund, consisting of donations from churches and individuals, which is intended to provide grants to those with losses caused by Tropical Storm Irene. Grant requests will be accepted from churches (not individuals or other organizations) with standing in the Vermont Conference for distribution to members or other residents of the communities they serve. Grants may also be requested on behalf of local non-profit organizations, which will be considered pending availability of funds. It is the responsibility of the local church to determine need, screen applications, and ensure that final recipients are not receiving aid in excess of actual losses. Grants, however, are not restricted to property damage or loss of personal possessions – a grant to purchase heating oil for a family that suffered losses and is under financial duress would be considered appropriate. Irene relief funds are NOT to be used for local missions which are not directly related to the tropical storm and its aftermath. An approved grant will result in a check being forwarded to the local church, which will then make the grant to the intended recipient(s). Grant requests will be accepted, reviewed, and processed as received throughout 2012 until the funds are expended. The request process is intended to be as simple as possible and to allow local churches discretion to determine actual needs within their communities.

Churches and individuals are encouraged to continue contributing to the fund so that we are able to assist as many deserving Vermonters as possible.

A summary of the process:

1. Local church determines local need(s)
2. Local church verifies that grant requests for damage, when considered cumulatively with grants from FEMA or other sources, do not exceed actual damage costs.
3. In the case of grants for assistance not related to actual damage (e.g. purchase of heating fuel) churches will employ a needs test to ensure the need is acute.
4. Local church completes Grant Application (attached) and forwards to the Vermont Conference, ATTN: Irene Relief Grants.

36 N Main Street, Randolph VT 05060  
802-728-4999, 802-728-4072 (FAX)  
[vtconference@vtucc.org](mailto:vtconference@vtucc.org)

---

5. Once grant is approved, a disbursement will be made to the local church for its distribution. If a grant request is disapproved, a written response will explain why. Partial awards may be necessary based on availability of funds.
6. Grants for assistance not related to actual damages will be forwarded by local churches directly to vendors when practical (e.g. to the heating oil company rather than the grantee).

If you have any questions, please be in touch with the Conference Business Manager, Jim Thomas at 728-4999 or [thomasj@vtcucc.org](mailto:thomasj@vtcucc.org) .

Blessings,

A handwritten signature in black ink, appearing to read "Lynn Bujnak". The signature is fluid and cursive, with the first name "Lynn" written in a larger, more prominent script than the last name "Bujnak".

Rev. Dr. Lynn Bujnak  
Conference Minister

**Vermont Conference, United Church of Christ**

**Grant Request Form for Irene Relief Funds**

Request Date: \_\_\_\_\_

Church Name \_\_\_\_\_ Church # \_\_\_\_\_

City/Town \_\_\_\_\_

Contact Person:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

---

Recipient Name(s) \_\_\_\_\_ Address \_\_\_\_\_

Town: \_\_\_\_\_ Member of: Church Community

For: Actual damage Other assistance Amount requested: \$ \_\_\_\_\_

Brief description of unmet need: \_\_\_\_\_

---

Recipient Name(s) \_\_\_\_\_ Address \_\_\_\_\_

Town: \_\_\_\_\_ Member of: Church Community

For: Actual damage Other assistance Amount requested: \$ \_\_\_\_\_

Brief description of unmet need: \_\_\_\_\_

---

Recipient Name(s) \_\_\_\_\_ Address \_\_\_\_\_

Town: \_\_\_\_\_ Member of: Church Community

For: Actual damage Other assistance Amount requested: \$ \_\_\_\_\_

Brief description of unmet need: \_\_\_\_\_

---

This request is submitted in accordance with the procedures outlined above, and with the approval of this congregation's leadership.

\_\_\_\_\_  
signature position

---

Up to 4 weeks may be required for processing this grant request.

You may submit this form via postal mail, as an email attachment, or fax

---

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved? Yes \_\_\_ No \_\_\_

Name of reviewer: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_

Signature of reviewer: \_\_\_\_\_

Reason for disapproval or for grant amount less than requested: