**Emergency Funding Assistance Request Instructions**

The Mid-South District can work with your local congregation to help meet the immediate needs of your members and others in the community affected by disasters. We can provide immediate assistance to be used in three primary areas:

* Unmet needs of your members or members of the Lutheran church.
* Unmet needs of people in the community at large as determined by your church leadership or appropriate board or committee.
* Unmet needs related to the immediate repair of your church, school, or parsonage.

Here are some ways we recommend that you determine the needs and provide immediate assistance to members and other individuals in need in the affected communities:

* Provide basic essentials such as food, water, shelter, and medical care.
* Provide gift cards to replace personal items ($100 maximum per person/family).
* Provide transitional housing (up to 90 days).
* Provide immediate cash assistance as appropriate ($100 maximum per person/family).
* Provide short-term childcare assistance or childcare cost (up to 30 days).
* Provide short-term transportation assistance (up to 30 days).
* Provide debris clean-up assistance (both financial and through volunteers).

It is important that all aid and assistance provided with Mid-South District emergency disaster funding assistance be connected to the Word and Sacrament ministry of your local congregation. In addition, congregations located in or near communities affected by disasters can also connect with people by conducting special worship services, serving fellowship meals, etc.

A request to the Mid-South District for emergency funding assistance should not exceed $10,000. Funding can also be requested from LCMS Disaster Response. To the extent possible, requests made for funding assistance should include some degree of participation among partners - the local congregation, the Mid-South District, and LCMS.

**Completing the Form**

Enter the name, address, city, state, zip, phone number, and email address of the person or organization to receive funding assistance.

Enter the church’s name, church’s city, pastor’s name, and contact person’s name at the church to contact regarding the funding assistance.

Indicate the purpose for which the emergency funding is being provided.

Indicate the specific amount requested. Also enter a minimum amount and maximum amount needed.

Have the person responsible for overseeing and administering the funding at the local congregation print and sign his/her name. Enter the date of the request.

The check will be made payable to the local congregation. For “Make check payable to:”, enter the name of the church and the church’s address, city, state, and zip. If an alternate temporary address is being used if the disaster has affected the congregation’s location, please note that as well on a separate page.

**Email the completed form to Rev. Dr. Roger Paavola, Mid-South District President, at** **rpaavola@mid-southlcms.com** **or fax to Rev. Dr. Roger Paavola at 901-373-4826.**

**Review of Request**

The Emergency Funding Assistance Request will be reviewed by Rev. Dr. Roger Paavola, Mid-South District President, and at least one District Vice President, as soon as possible. You will be notified immediately once a funding decision has been made. For approved funding requests, a check will be mailed to the local congregation specified on the Emergency Funding Assistance Request.

**Funding Follow-up**

The local congregation is responsible for working with the affected individuals, families, and organizations to help ensure that emergency funds received are used for the purposes stated.

If funds are remaining, over $250, please return them to the Mid-South District office. If funds are remaining, under $250, your congregation may place them in a congregational disaster response restricted fund.