

Church Benevolence Request Form

A simple application for people requesting help from your church's benevolence fund, with an office-use section for review and payment.

Part 1 — To be completed by the person requesting help

Full name	Date	Phone
Street address	City, state, ZIP	Email
Number of people in household	Relationship to church	
☐ Member ☐ Regular attender ☐ Community / not yet connected		
Type of help needed		
☐ Rent / mortgage	☐ Utilities	☐ Food / groceries
☐ Transportation / car repair	☐ Medical / prescriptions	☐ Other
Amount requested	Date needed by	Pay to (landlord, utility company, etc.)
Payee address or account number on bill		Bill attached? Yes / No

Briefly describe your situation and how this help would make a difference

Other help you have requested or received (other churches, agencies, family)

I understand that the church reviews each request, that help is not guaranteed, and that approved payments are usually made directly to the business or landlord. The information I've provided is true. I give permission for the church to verify it and to keep this form confidential among those who review requests.

Signature of person requesting help	Date

Part 2 — Office use only

Review & Decision	
Date received	
Received by	
Verified (bill seen, landlord/vendor contacted, etc.)	
Decision: ☐ Approved ☐ Partially approved ☐ Declined ☐ Referred	
Amount approved	\$
Approved by (1)	
Approved by (2)	
Paid to (payee)	
Payment method / check #	
Date paid	
Fund / account charged (e.g., 5610 Benevolence Assistance)	
Referral or follow-up notes	

Good practices for a benevolence fund

- **Write a simple policy** — who can apply, how often, typical limits, and who approves.
- **Pay the business, not the person**, whenever possible (landlord, utility, pharmacy).
- **Use two approvers** for every request, and have someone other than the approvers issue payment.
- **Keep it confidential**. Store forms securely and share details only with those who review requests.
- **Record every payment** to your benevolence fund so leaders can see how the money is used.
- **Keep the church in control of gifts**. Gifts to the benevolence fund can't be earmarked for a specific person and still be treated as charitable — confirm details with your tax professional.

Track benevolence giving and help, side by side

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Keep a dedicated benevolence fund, record gifts in and help given out, and report the balance anytime. Desktop and Online versions available.

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