

# **Community Sharing Fund**

## of The Saint Paul Foundation

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### **Information for Referring Agencies**

The purpose of the Community Sharing Fund is to provide funding to individuals, families and organizations with verifiable emergency needs when other services or funds are unavailable. Grants are approved for rent, damage deposit, utility costs, medical expenses, child care, transportation, and other critical needs.

### **Criteria for Funding**

- The applicant is a resident of Dakota, Ramsey or Washington County, Minnesota
- The request is the social service area
- The applicant has not received a grant from the Community Sharing Fund within the last 18 months.
- The need has been created by an unforeseen event that has results in an emergency.
- The Community Sharing Fund is the last resort. Eligibility for assistance from other funds and the family's own resources are considered.
- The grant will solve a problem which is not expected to reoccur in the near future.
- If the emergency has resulted from the applicant's deteriorated economic situation, the grant will be approved only if financial plans have been developed with the assistance of the referring organization, or if the referring organization can verify that other corrective action has been taken.
- Grant amounts range from \$20 to \$500. The average grant is \$320; the maximum grant may vary depending on the availability of funds.

### **Special Funds**

The Community Sharing Fund also helps to administer special funds from the Federal Emergency Management Agency and other sources. These funds are designated for special purposes, such as rent and deposits. Grants approved from these sources may require additional documentation.

Special funding has made it possible for the Community Sharing Fund to approve grants that will assist an individual in becoming self-sufficient. These include payment of automobile repairs, insurance and license tabs, purchase of uniforms, work shoes and tools, and temporary transportation or child care costs.

### **Ineligible Requests**

The Community Sharing Fund does not fund attorney fees, travel costs and other expenses related to child custody issues.

Requests are not approved for payment of bail, traffic tickets and fines or other expenses related to illegal activities.

## **How to Use the Community Sharing Fund**

### **Application**

Requests to the Community Sharing Fund on behalf of individual clients are accepted by fax or letter. You are encouraged to fax the Community Sharing Fund Application form.

Social workers are encouraged to contact the Fund administrator with questions regarding the appropriateness of a request. You may be referred to other community resources.

### **Referrals**

**Clients should not be referred directly to the Community Sharing Fund.** The Community Sharing Fund relies on agency staff to gather necessary background information and ensure that Fund criteria have been met. Direct referrals may complicate matters for clients because they will be referred back to a social worker in a human service agency.

### **Meeting the Fund Criteria**

When submitting an application, the following information is needed:

- Your name and the name of your organization
- A brief account of the current crisis, describing why it is an emergency, what precipitated the crisis, what other attempts have been made to solve the problem, and why it is unlikely to reoccur.
- The amount requested and the basis of determination.
- The client's name, address (including county and zip code), age, racial or ethnic group, number of dependents, monthly income, source of income, and a breakdown of monthly expenditures.

### **Funding Decisions**

Decisions on grants are usually made on the same day the application is received.

### **Payment of Grants**

Payment of approved grants are made by the referring agency to vendors (landlord, utility company, etc.) Cash grants are **not** made to clients. Reimbursements are made payable to the referring organization for use as specified in the grant agreement. A letter indicating the purpose of the grant is sent to the case worker. This letter must be signed by the case worker as verification that the money has been used for the purpose intended. Once the letter is signed, it must be returned to the Community Sharing Fund.

### **Who to Contact**

For more information, or to apply, contact:

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