

**Ministry Excellence Fund
Consumer Aid Relief Grant
Application Process**

**Step #1: Initial
Application
submission**

- *Submit Initial Application.* The purpose of the initial application is to help sort out the life narrative that leads to the request. The goal is to discern whether the MEF can help before asking for more detailed supporting information.
- *Application review* by Financial Leadership team and initial response.

**Step #2: Submit
Supporting
Information
& Grant Team Review**

- If the applicant is invited to move forward in the process, the Financial Leadership team will request supporting information.
- *Grant review team* evaluates the complete application and supporting information. A determination is made to continue, stop, or generate a third-way solution.

**Step #3: Personal
Plan is Drafted**

- *A Personal Plan is drafted* for applicants to review followed by a phone conversation with the Director of Financial Leadership. In the case of a married couple it is required that both spouses participate in the phone conversation. If agreement is reached on the plan then a grant is issued.
- *Final decision* is made.