



Grants and Advising to Meet Emergency Situations

Program Description and Agreement

Date: _____

Name: _____ Address: _____

Phone: _____ Email: _____

Amount requested \$ _____ Vendor _____

Dear GATES applicant,

We know from time-to-time people are faced with emergency financial situations that may be too large for their monthly budget to cover. The GATES program has been specifically designed to help by offering small grants to pay for an unexpected expense.

This letter and Agreement From below outline the GATES program, including the terms and conditions of accepting our grant. Your GATES financial advisor will review these with you. We will need from you estimates for the expense from two vendors on their letterhead (only one bill will be needed for fixed-cost payments, e.g., insurance). When your application is approved and you sign the Agreement Form below, we will make arrangements for payment with the selected vendor

Once accepted in the program, you will have the opportunity to learn strategies for financial health offered by our experts in the program. In addition, you will have two options to “pay it forward”: first, make voluntary contributions back into the GATES Fund so that the next recipient will also have access to funds that can assist them during a financial crisis; second, volunteer time at a local community service organization.

We look forward to working with you!

Sincerely,

The GATES Committee

GATES AGREEMENT

Clients: accept these Terms and Conditions

- Meet initially with two financial advisors of the GATES team to explain the need
- Provide two written estimates of the cost on vendors' letterhead that includes an address for the payment (only one bill is required for a fixed expense, such as car insurance)
- Provide a paid receipt from the vendor to the financial advisor once work is completed. If the final cost exceeds the estimated cost, consult the financial advisor for options to pay the difference
- Attend two additional financial advising sessions to help gain critical knowledge and skills that promote financial health and could reduce the risk of future financial emergencies
- "Pay it forward" by making voluntary contributions in any amount to the Grace Episcopal Church GATES. Fund and/or volunteering community service to RARA or Project Horizon

Financial Advisors; assist clients to:

- Sort out current financial and employment situations
- Outline and understand money management challenges
- Explore options for resolving financial difficulties, such as the following:
 - Preparing budgets
 - Opening checking & savings accounts
 - Establishing family health plans
 - Scheduling a payment plan for periodic expenses (e.g., rent, mortgage, utilities, power, heat, car loan, student loan, health care, outstanding debts, et al.)
- Work toward achieving at least some of the following standards for financial health
 - Learn How to Set Financial Goals Using a S.M.A.R.T Goal Format
 - Establish a Relationship with a Financial Institution
 - Learn How to Spend Less than Income
 - Learn How to Pay All Bills on Time
 - Learn How to Save 3-6 months of Budgeted Expenses
 - Decrease Debt Load by Learning How to Pay Debts Off Early
 - Improve Credit Score/Establish Credit
 - Have Adequate Insurance Coverage Including: Health, Vehicle, Home/Rental, Life, Disability
 - Save for Retirement
- Identify goals and objectives clients might hope to achieve:
 - New home,
 - New car
 - New job
 - Additional education
 - Saving for children's education, et al.

I agree to the above components of the GATES program.

Applicant Name: _____ Signature: _____ Date: _____

GATES Emergency Grant Award

Grant is approved in the amount of \$ _____ for _____

Advisor Name: _____ Signature _____

Advisor Name: _____ Signature: _____

Date: _____