



EASE Fund Application

The application process opens February 1 and closes April 1. Award notifications will be sent by May 15. Please see EASE Fund Disbursement Guidelines for more information.

Today's Date: _____

Parishioner's Name(s): _____

Address: _____

Phone: _____

Email: _____

Student's Name: _____

Grade in Fall: _____ School Attending in Fall: _____

Student's Name: _____

Grade in Fall: _____ School Attending in Fall: _____

Student's Name: _____

Grade in Fall: _____ School Attending in Fall: _____

Student's Name: _____

Grade in Fall: _____ School Attending in Fall: _____

In order to receive EASE Funds, you must meet all three criteria below.

1. The family must be registered members of Assumption Catholic Church of the BVM.
2. Families must provide consistent, verifiable financial assistance that is given in support of the parish operation and/or mission. (Assumption parish is required to subsidize elementary and high school operational and/or transportation costs.)

EASE Fund

Disbursement Guidelines

Endowing Assumption Students with Education

The Endowing Assumption Students with Education fund was created by Father Terry Lees in the 1980's and shall be maintained to provide tuition assistance to Assumption of the Blessed Virgin Mary families.

Financial assistance from the EASE fund is made available to any qualifying student who seeks a secure K–12 Catholic education at an accredited elementary or high school located within the Diocese of Des Moines.

The following are guidelines for the administration of EASE funds being disbursed to Assumption families seeking financial assistance.

Application Process

1. Application for financial assistance is required annually if such assistance is desired.
2. Application for financial assistance will be made to the Assumption Business Manager.
 - a. Application period opens the first business day of February.
 - b. Application period closes the first business day of April.
 - c. Award-notification letters of financial assistance will be sent by May 15.
 - d. The award-notification letter will identify the amount of individual financial assistance and disbursement date.
3. Application will include name of parent(s) or guardian, all contact information including mailing address, email, mobile number, etc, the names of students the parent or guardian are seeking financial assistance for, and specific details regarding how the family and student meet the requirement of visible, active participation described above.
4. Applications will be reviewed by a three-member EASE committee consisting of a representative of the Finance Council, a representative of the Education Committee and Pastor to determine qualifying applicants and individual award amounts.
5. Application for the student residing with grandparent or guardian can be filed by such caregivers if they provide the majority of the student's support.
6. There is no requirement for applicant to file a financial-need statement, tax form or pay statement to qualify for financial assistance from the EASE fund.
7. At the beginning of each year, in early January, Assumption will announce to all parishioners the availability of financial assistance through the EASE fund, and make available the dates of application and award, qualification requirements, and details regarding such application for financial assistance.

Selection Criteria

1. The family must be registered members of Assumption Catholic Church of the BVM.
2. Families must provide consistent, verifiable financial assistance that is given in support of the parish operation and/or mission. (Assumption Parish is required to subsidize elementary and high school operational and/or transportation costs.)
3. Families must be visible, active participants of the parish, including students at age-appropriate levels of participation. Active participation means one or more of the following:
 - a. Regular participation in liturgical ministries (e.g. lector, sacristan, server, music, etc.).
 - b. Regular parish committee work (to include, but not be limited to, official council or committee work, building and grounds, parish events, religious education, youth group/sacramental preparation, or volunteerism in support of such activity).
 - c. Membership alone within the Catholic Women's Club or Knights of Columbus does not satisfy the "active participation" requirement within the parish.

Awards

1. Financial assistance is awarded to one parent of a student in the case of divorce or separation.
2. The amount of total funding available for disbursement to all qualifying applicants in any given fiscal year shall not exceed 5% of the EASE fund balance at the end of the prior fiscal year.
3. To the extent that disbursements are less than the available funding set forth above, the remaining EASE funds for that particular fiscal year may be used to subsidize Assumption Parish's required contributions made to host elementary schools or high school, or other related costs incurred by the parish specific to the parish's financial liability to its students participating in Catholic education.
4. The amount awarded to a qualifying family in any given year will be \$300 per elementary student and \$500 per high school student, as long as the total distribution is within the limit of total funding available as set forth in #2. The Pastor has the authority to increase or decrease award amounts per his discretion, and may grant any or all awards within the established total funding limit in #2.
5. All transactions regarding the individual disbursement of money from the EASE fund are considered confidential.
6. The three-member EASE committee shall notify the Business Manager in documented form of awardees, their individual award amounts and required disbursement date.
7. The Assumption Business Manager shall insure all applications and supporting documentation be held in a secure location within the Business Office.
8. Financial assistance disbursement checks shall be signed by the Pastor and counter-signed by the Finance Council Chair or Trustee.
9. Disbursement of funds to families will be completed by the Assumption Business Manager by the date in the award notification letter.