

## **Charity begins at home – BROTHER HELPING BROTHER**

### **CALIFORNIA COLUMBIAN CHARITIES, INC. INSTRUCTIONS FOR GRAND KNIGHTS. HOW TO APPLY FOR FINANCIAL ASSISTANCE.**

A. Any member of a California Council with at least twelve months good standing who is in need of temporary assistance, and the widows and orphans of such members.

Q. How can California Columbian Charities help a Brother in need of assistance?

A. By issuing one-time grants to help relieve serious financial distress due to unemployment, sickness, family medical and hospital bills, overdue rent or mortgage payments, food, clothing, losses due to fire, flood or earthquake. **The Charity's mission is to provide the Brother and his family with their basic necessities. No grants will be issued if the Brother has other financial options, nor will a grant be issued to reduce debt.**

Q. What is the first step to obtain aid for a Brother?

A. **If you know of a Brother who is in need of assistance please notify his council's Grand Knight. Only the Grand Knight can obtain an application from the California State Council Office:**

PO Box 2649, West Covina, CA 91793-2649  
(909) 434-0460, [state.office@californiaknights.org](mailto:state.office@californiaknights.org)

Q. What are the duties of the Investigator?

A. 1. The Investigator calls on the Brother who requires assistance, investigates his problem, fills out the application, answers all the applicable questions and obtains the applicant's signature.

2. He drafts an unbiased letter explaining in detail the financial condition and circumstances of the distressed Brother and family.

3. Upon completion of the investigation, he files the letter and application with the Grand Knight of the Council for review and signature of the Financial Secretary and Grand Knight.

Q. What are the Grand Knight's and Financial Secretary's obligations?

A. The Grand Knight acts as our preliminary screener and he is asked to endorse and forward only meritorious applications. He gives the application its initial review. His signature certifies that the application is complete, accurate and that the applicant has a genuine need for fraternal charitable benefits. The Financial Secretary certifies the applicant's status and longevity in the Order and Council. The GK and FS names and signatures must be affixed to the form before sending the application to the Charity.

Q. Should the Grand Knight bring an applicant's request to the Council for approval?

A. NO! ALL INFORMATION received by the Grand Knight is strictly confidential and should be forwarded to the President of Columbian Charities for processing. However, the Grand Knight and his Council should consider assisting the needy applicant themselves.

Q. How long must an applicant wait before assistance is available?

A. That depends upon how quickly the investigation takes place and how quickly the Council's Grand Knight forwards the application to Columbian Charities. After that, it is only a matter of a few days.

Q. Must an applicant re-pay the money to Columbian Charities?

A. NO! All financial assistance provided is a grant.

Q. How is the money obtained for these grants?

A. Through the generosity of California Councils and individual Brothers, and from special events sponsored by Council charity committees, and through bequests. Every member is asked to join the 365 Club and contribute at least one penny a day. The Charity fulfills the Knights of Columbus doctrine – BROTHER HELPING BROTHER.

IMPORTANT INFORMATION ABOUT THE GRANT APPLICATION:

- ▶ All forms should be completely filled out in duplicate – keep a copy for reference.
- ▶ **Fill-out and return the Contact Form so that we can communicate with you.**
- ▶ Make sure that the Grand Knight's phone number and email address are on the form.
- ▶ The application package contains detailed instructions.
- ▶ All applications are subject to review by the screening committee.
- ▶ The committee reserves the right to reject, approve, set limits, and set conditions on any and all applications.

Q. Who is eligible to obtain assistance?

Mail the application to:

**CALIFORNIA COLUMBIAN CHARITIES, INC.**  
**PO Box 4256**  
**CERRITOS, CA 90703**

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The full 365 Club and Columbian Charities Program Info available on our State website:  
<https://www.californiaknights.org/culture-of-life/california-columbian-charities-365club/>

