

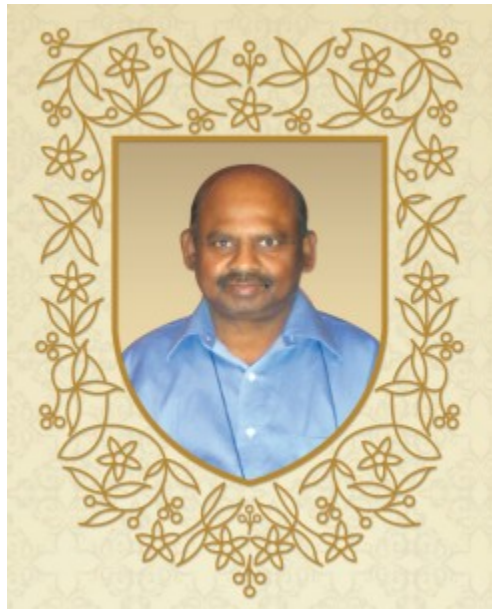
# Capital Area Tamil Catholic Association (CATCA) Charity Program Processes and Guidelines

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## Michael Memorial Fund (MMF)

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**October 2014**

**Compiled by: CATCA Board**

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## CATCA Charity Program - Michael Memorial Fund

CATCA has officially started the charity initiative on behalf of our founding member Late Dr. Michael Arokiasamy. One of the objectives of CATCA is to provide assistance to deserving Catholics who lives in the Capital area. Initially, the charity will be focused on helping the students who struggled to join or continue or complete their school or college education due to their family financial situation. Every year CATCA will set aside specified amount of fund from the MMF account to give out qualified students. This fund must be available after the approval of CATCA Board. The Charitable Committee shall govern the process of fund-raising, Receive application from the qualified CATCA members, selection of qualified families and then recommend to the CATCA Board. So it is very essential to define rules which would smoothen and regulate the process. The following are the processes and guidelines created for this charity program which was unanimously approved by the CATCA Board.

### Processes

- CATCA shall send request to all the members who can apply for the students scholarship program.
- Interested CATCA member shall fill-out an on-line application form which will be indicated on the email communication by "The Charitable Committee".
- The deadline for filling out an application form shall be initiated by the CATCA Board every year. However, CATCA shall consider special cases if there is an immediate need for a qualified member.
- The Charitable Committee shall review the application and validate the request.
- The Charitable Committee shall determine the support or loan needed for the Students education.
- The Charitable Committee shall send the final recommendations of applicants list to the CATCA Board.
- CATCA board shall review the information and approve case by case.
- Treasurer shall send the funding memo to the family in need.
- CATCA shall dispatch the funding to the needy family as a loan. The fund shall be payable by the recipient (student) of the family once their financial condition has improved. A term and agreement shall be signed when dispatching the loan to the students with zero interest.
- In some cases, the applicant shall be directed to federal assistance programs if there is a possibility in getting a help for them.
- The Tuition cost must be evaluated before finalizing the fund to be allotted for the applicant. The fund shall be split across all the applicants depends on the need.

### Guidelines

- The Student's family must be a registered member of CATCA.
- The family should show the financial need in the form of writing or to fill an on-line application form.
- The supporting document and the information provided on the form shall be validated by the "The Charitable Committee" and the CATCA board.
- The Scholarships will apply only for the High School and College Students.
- The age limit for the applicant (students) shall be 14 and above.
- The parents Annual Salary must not exceed \$25,000 per year.
- There should not be any conflict of interest allowed during this process.