

## MSCPVA Grant Application Protocol

In 2007, the Chapter established an allocated grants protocol. In 2010, the chapter BOD established the maximum amount a member may receive in a single grant of \$350.00. In 2012, the chapter further required that all members seeking grant assistance from MSCPVA are certified members of PVA. A yearly limitation of \$700.00 has been established as the total amount in cash one member may receive by grants from the Chapter in a given year.

Whenever application is made by a BOD member, member, employee or volunteer attending the BOD meeting, this person must recuse themselves from any discussion or active consideration by the BOD on such application. Nothing precludes an employee, who is simultaneously a full member of the organization, from applying for grant consideration.

### Basic Grant Provisions

Grants are funds provided upon formal written request of MSCPVA's Board of Directors. Individual grants can be sought for any purpose associated within PVA's eight nationally mandated program areas. MSCPVA will also consider hardship a reason for application. The limitations imposed upon a hardship grant may exceed the aforementioned limited of \$700.00 per year as determined by the BOD.

Unless specifically authorized by the BOD in advance, all grants are awarded on a reimbursement basis. In brief, no grant money is provided 'up front' to an individual or group prior to the occurrence of the activity the grant is being sought for, unless the award is under allocation. Grants allocated for specific events in advance by the BOD will be announced. In such cases, the amount of individual awards will be provided based upon the percentage of applicants to the pool of funding allocated.

There is no guarantee of grant funding; notwithstanding any special funding that may be obtained through an externally generated program grant or restricted grant awarded to MSCPVA, (i.e., Avalanche, Rockies, Nuggets, Colorado Trust, etc.). In such cases, MSCPVA will adhere to the guidelines stipulated by the grantor for grant disbursement. Depending on available funding, a grant cap may be established by MSCPVA.

Several events are considered Allocated Funding events. This means that the BOD will determine a set amount the Chapter will financially allocate annually for each event, again notwithstanding additional money that may be acquired through special funding sources. Associate Members are no longer eligible to apply for allocated or basic grants. Associate Members may participate in, and be awarded the prizes associated with, prize eligible events put on by MSCPVA (i.e., Poker League, Pool Tournament, Bowling Tournament, etc.).

Grants can be submitted by individual members or member groups.

Grants provided to non-members are reviewed and approved on a case by case basis by the BOD.

## External Generated Grants

In the event an external grant is obtained and administered by MSCPVA through association with another benefactor (i.e., McCormick Tribune Foundation, Daniels Fund, etc.) for the express purpose of supporting an externally established program ('Rolling' Nuggets, Wheelchair Rockies, and Avalanche Sled Hockey), formal follow-up and reporting requirements to MSCPVA will be required. A minimum of one formal report each year, defined by PVA, must be submitted when requested. More reporting may be required if circumstances dictate.

## Group Grants

Unless a MSCPVA grant is obtained externally for an explicit program or purpose, grants submitted by external groups will only be considered based upon the percentage of eligible members applying. For example, if a group submits a grant application for 10 individuals, of whom only 3 are certified members of MSCPVA, or PVA, only the 3 certified members will be considered for grant funding unless the BOD determines otherwise.

An external group applying for grant consideration will be required to identify one representative that will serve as the primary contact for their group. All grant applications and communications with MSCPVA regarding program grants will be required to be submitted to MSCPVA by the identified representative. Other individuals, whether full members of PVA or not, seeking grant funding within a designated program will be deferred to their identified group representative for disposition. Grants submitted to MSCPVA by individuals seeking consideration under a group grant will not be considered. Any grant procedures developed by a group grantee of MSCPVA may not contravene MSCPVA policies, or be so restrictive as to prohibit the intended use of the grant.

When external grants are obtained by MSCPVA for an external program, MSCPVA will serve as the primary communicator and conduit with the grantor. Unless requested specifically by the grantor, external groups are to refrain from directly contacting MSCPVA grantors. Failure to adhere to this guideline may result in MSC PVA's withdrawal from sponsoring future grant support.

## Individual Grants

Those seeking grants from MSCPVA must submit a formal application (available at the Chapter office). All applications submitted will be reviewed and considered by MSCPVA's Board of Directors. Grant applications must be submitted to the Chapter office two weeks prior to the next BOD meeting to be actively considered. MSCPVA's Board of Directors meet quarterly (March, June, September, December.), on the 2nd Wednesday of the aforementioned month.

Each grant application, notwithstanding an allocated grant submission, is reviewed individually by MSCPVA's Board of Directors.

Grants are considered and provided contingent upon:

- Available funding

- Special Funding (obtained through an external grant for a specific purpose)

These provisions may be changed at any time at the direction of the BOD.

### Allocated Grants

Allocated Grants are those grants budgeted in advance to support attendance at specific PVA associated events or to support community based activities. They are pre-approved by MSCPVA's BOD in the budget cycle for the benefit of our membership and others we serve. Annually, during the budgeting phase, the Finance Committee, with approval from the BOD, will review our investment portfolio and determine the set amounts available in conjunction with the Investment Policy to be awarded under allocation. The Chapter shall not (by law) maintain a 'points system' to determine member eligibility for grant funding. The maximum allocated grant for a member for any event is \$350.00 unless specifically stipulated otherwise by the BOD.

The annual allocation will be determined prior to the start of the new FY in budget. The programs considered but not limited to:

- National Wheelchair Veterans Games\*
- DAV Winter Sports Clinic
- PVA National Arts & Crafts Festival
- Golden Age Games
- PVA Bass Trail / PVA Trap Circuit
- AWBA National Tournament
- NWPA National Tournament
- MSCPVA Bowling Tournament
- MSCPVA Bowling League (Group)
- MSCPVA Poker League
- MSCPVA Developed Event (Handcycling, Trapshooting, etc.)
- Membership Participatory Event (\$50 per member per year)\*\*
  - Other membership provision as may be developed annually by the BOD (i.e., education grant \$100, physical fitness grant \$100, etc.)
- Colorado Junior Wheelchair Sports Camp (not member eligible)

\* Priority consideration for funding is given to first time member attendees that participate in VAMC therapeutic recreational programs. The BOD will determine which of these programs to allocate. Any may be withdrawn from consideration by the BOD.

\*\* Membership Participatory Event - Members may apply once annually for funding from the Membership Participatory Events Program for a personal recreational or social reimbursement up to \$50.00. This funding shall be made available for any endeavor out the home (theatre, sporting event, dinner out, etc.). Proof of attendance or receipt is required for reimbursement.

All submissions except allocated grants will be reviewed by the BOD before funds are provided.

The BOD, with recommendation from the Finance Committee, will determine the allocation amounts delineated to the specific programs for the FY.

Any recipient of a Chapter grant may be required to come to the Chapter to pick up their cash award. This shall be done so recipients can be photographed for the Chapter newsletter, to ensure that the person picking up the check is the one the check was intended for and to verify membership. Exceptions to this rule can be authorized at the discretion of the Executive Director or BOD.

#### Special Circumstances / Hardship Grants

These grants will be examined on a case by case basis. These are considered emergency grants and provided in response to member crisis that may arise. This type grant application can be submitted at any time and may be reviewed in exception to the normal submission guidelines. Awards for these grants may be drawn from the President's / ED's Discretionary Fund.

This type grant is used primarily for our full members and made available in the case of exigent or extreme circumstances.

#### Individual Solicitation of Funds

Any Chapter member may individually solicit contributions for MSCPVA insofar as their solicitation is part of an ongoing Chapter fundraising campaign effort and is done in compliance with national guidelines. However, individual members may not use MSCPVA or PVA affiliation to solicit funding that will inure to them for their sole personal benefit. To do so, is in violation of IRS 501© 3 law and national PVA guidelines.

Any funds procured by/for the Chapter, through an individual member, shall immediately be remitted to Chapter headquarters. All funds received by the Chapter, whether designated or undesignated, will then be deposited in the appropriate Chapter account to be subsequently used by the Chapter as needed or as directed by the contributor. No member of MSCPVA is authorized to gather funds from any source; whether in cash or value-in-kind (VIK) for MSCPVA; or, use the name of MSCPVA privately to raise funds, without remitting all funds or VIK received back to the Chapter. To do so is illegal misappropriation of funds; and, may be considered fraud punishable by criminal prosecution. Moreover, such voluntary activity risks MSCPVA's federal, tax-free, non-profit designation with the IRS.

Should anyone pursue such activity, after being notified of MSCPVA policy, they may be involuntarily removed from membership in MSCPVA by the BOD. Constructive notification is assumed if the aforementioned policy is printed within any of the Chapter's publications, BOD minutes, or on the Chapter website.

MEMBER GRANT REQUEST FORM

Name of Individual or Organization Requesting Funds: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Phone \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Attended: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Member Type:  Full

PVA member ID: \_\_\_\_\_

Please write a brief description of the event this grant is being requested for - including: what, when and where, and the number of chapter members that would potentially benefit from this grant. If this request is being submitted by a single member for personal use please explain the purpose of the individual grant (Mandatory).

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For all grants, please attach a receipt showing attendance at the specific event (i.e., restaurant for a participatory grant; school receipt for an education grant; or credit card statement with highlighted expense(s)). If you have applied for another grant from another source to subsidize the PVA grant you are requesting, please list all other grants applied for and to whom. Include all in-kind donations, or contributions received to offset funds requested. Please attach receipts substantiating expenditures requested. Attach additional pages if necessary (Mandatory).

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Note: Grants provided to individuals or organizations remain at the sole discretion of Mt. States Chapter BOD. Grant applications are reviewed quarterly. Grantees will be notified in writing of the Board of Directors determination.

Individual grants are considered and provided to Full Members in good standing ONLY!

Grants considered and provided to organizations will be considered only when program funding is available. Grants awarded to individual members or organizations will be provided only after receipts have been received to substantiate the grant request. In some instances a grant follow-up report may be required.

Revised (04/14)

<p style="text-align: center;"><b>FOR OFFICE USE ONLY</b></p> <p>APPROVED _____ YES _____ NO</p> <p>AMOUNT _____</p> <p>APPROVED _____</p> <p>DATE CHECK ISSUED _____</p> <p>DIRECTOR _____</p> <p>SIGNATURE _____</p>
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