

**MOUNTAIN STATES CHAPTER PVA  
RECREATION GRANT REQUEST FORM  
(Part 1/1 To be Submitted BEFORE Event)**

Name of Individual/Organization requesting grant: \_\_\_\_\_

Amount requested (\$500 Max/Event, \$1000 Max /Member/Fiscal Year): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Member Type:   \_\_\_ Full   \_\_\_ Associate   \_\_\_ Auxiliary   \_\_\_ Organization

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Request Date:** \_\_\_\_\_

Please write a brief description of the purpose for the grant request.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notes:** Grants provided to individuals or organizations remain at the sole discretion of MSCPVA's Board of Directors (BOD) and are subject to availability of funds. All grant applications are reviewed at the next BOD after receipt of application. Allocated Grants are pre-approved annually during the budgeting cycle and are reimbursable based upon valid expenses shown. Grants are capped annually at a level set by the BOD.

Individual grants are only provided to Certified Members of PVA in good standing. All applicants will be notified in writing of the Board's final determination regarding application.

Grants provided to organizations will only be considered if program funding is available. In some cases an After Action Grant Report may be required of the Grantee. This shall be the determination of the Board of Directors on a case-by-case basis.

Part 1 of Grant request is requested BEFORE 30+ days before event so we can review funding and provide preliminary response back to member before attending event. If approved, funding will be approved after member submits valid expense receipts for reimbursement up to the Maximum amount.

Part 2 of Request including receipts must be submitted within 60 days of event completion.

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**STAFF APPROVAL:** Member is tentatively approved grant in the amount of \$\_\_\_\_\_, FY\_\_\_\_ pending submission of valid expense after event. Member Recreation Grant Balance is \$\_\_\_\_\_.

\_\_\_\_\_  
Jason D. Christensen  
Executive Director

**MOUNTAIN STATES CHAPTER PVA  
RECREATION GRANT REQUEST FORM  
(Part 2/2 To be Submitted AFTER Event)**

Please attach any receipts for expenses incurred to substantiate reimbursement. Include any other grant(s) or external funds received from any other organizations requested or provided for the same event.

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