

Vietnam Veterans of America, Inc.
Pennsylvania State Council

GRANT APPLICATION POLICY

I. General and Purpose

The purpose of the Grant Application Policy is to insure that the assets of the Pennsylvania State Council are used for the stated purposes and by organizations that conform with the laws of the Commonwealth of Pennsylvania and the Federal government.

This policy augments the procedures in the State Council Accounting Policy and Procedures Manual and is effective as of the date above and remains in effect until modified or rescinded. Recommendations for improvement of this policy should be addressed to the State Council Treasurer.

II. Responsibility

The Executive Committee will be responsible for the enforcement of compliance with the provisions contained herein.

III. Projects

- A. Projects the State Council will provide funding to its member chapters should fall within one of the following general categories:
1. Education of Chapter Officers and members and the general public.
 2. Services to or on behalf of incarcerated veterans.
 3. Health and social programs benefiting the veteran, his or her family, and the community in which they live.

B. Since these are to be projects of the various Chapters and not those of the State Council, each chapter must bear some of the cost of the proposed project. As a general rule, the State Council will not provide more than fifty percent (50%) of the proposed project costs.

C. In the event the initiating Chapter cannot provide sufficient funding, or the delegates to the State Council believe that the project should be implemented, the delegates may approve funding greater than fifty percent (50%). However, **under no circumstances will the State Council underwrite the entire cost unless it becomes a State Council project.**

D. Grants to individuals, even though approved by Chapter Boards, must benefit the Chapter or the State Council.

1. An example of such a grant would be the training of a member in a specific course and then have the grantee subsequently provide a training session for other members of the State Council.

IV. Request Procedure

A. Any Chapter or individual member requesting grant funding must submit a completed Grant Request (G/R) to the Finance Committee at least two (2) weeks prior to the State Council Meeting. Incomplete G/R forms will be returned to the Chapter or individual member for completion.

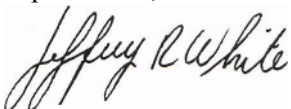
B. In the event that the grant is intended to support an organization not directly a part of the Pennsylvania State Council or its member chapters, any other State Council or their member chapters, or WA in general, the following additional documentation will be required to be attached to the Grant Request.

1. Proof that that organization has filed with the Pennsylvania Secretary of State, Corporate Bureau as either a foreign (out of state) or domestic corporation, or Trade Style (trading as a non incorporated entity).
2. If the entity is also a Not-for-Profit organization:
 - a. Proof that it has filed with the Commission on Charitable Organizations.
 - b. Their latest Federal Form 990 or evidence of application for tax exempt status under the provisions of the IRS.

V. Policy Management and Enforcement

The Treasurer administers this policy on behalf of the State Council and makes periodic reports to the Executive Committee for enforcement.

September 10, 1994



Jeffrey R. White President