



*Vietnam Veterans of America, Inc.*  
*Pennsylvania State Council*



## **PASC Grant Application Policy & Procedures**

### **I. Purpose**

The purpose of the Grant Application Policy is to insure that the financial assets of the Pennsylvania State Council (PASC) are used for the stated purposes of the Vietnam Veterans of America, Inc., by organizations or individuals that conform to the laws of the Commonwealth of Pennsylvania and the Federal government. Recommendations for changes to this policy should be addressed to the PASC Finance Committee.

### **II. Responsibility**

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

### **III. Projects**

- A. Funding for projects that the PASC will assist with should fall within one of the following general categories:
  - 1. Education regarding veteran's issues.
  - 2. Services to, or on behalf of, needy, homeless or incarcerated veterans.
  - 3. Health and Social programs benefiting veterans and their families.
  - 4. Community Service programs that promote and support issues important to Vietnam Veterans.
- B. As a general rule, an initiating chapter or individual must contribute a minimum of fifty percent (50%) of the proposed project costs.
- C. In the event the initiating chapter or individual cannot provide sufficient funding, and the PASC Delegates believe that the project should be implemented, the Delegates may approve funding greater than fifty percent (50%) by a vote at a delegates meeting of the PASC. However, under no circumstances will PASC underwrite the entire cost unless it becomes a PASC project.
- D. Grants to individuals, must benefit the individual's chapter or PASC. 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 PASC.

#### **IV. Grant Request Procedure**

- A. **Prior Approval.** A PASC chapter or individual member requesting prior approval for grant funding must submit a completed Grant Request Form (see attachment) to the PASC Finance Committee two weeks prior to the next delegates meeting of the PASC.
- B. **Grant Payment.** A PASC chapter or individual member requesting payment for a grant that that was previously approved and completed, or for a grant that was completed without prior approval, must submit a completed Grant Payment Request Form (see attachment) to the PASC Finance Committee two weeks prior to the next delegates meeting of the PASC.
- C. If the grant is intended to support an organization not directly part of PASC or its member chapters, the following additional documentation is required to be attached to the grant request forms:
  - 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 organization also a Not-for-Profit organization, proof that it has filed with the Commission on Charitable Organizations, and a copy of their latest Federal Form 990 or evidence of application for IRS tax exempt status.
- D. The PASC Finance Committee is authorized to approve grants up to \$500.00. Grant requests greater than \$500.00 must be approved by a vote of the Delegates.

#### **V. Policy Management and Enforcement**

- A. The PASC By-Laws state that Chapters shall be responsible for ensuring the attendance of at least one (1) delegate per chapter at not less than one half of all of the meetings of the PASC during the preceding twelve (12) months. Unexcused absence of Chapter delegates from such meetings during the preceding twelve (12) months will preclude Chapters from qualifying for grants in accordance with this Grant Application Policy.
- B. The PASC Finance Committee administers this policy on behalf of PASC and makes periodic reports to the Executive Committee and Board of Directors.
- C. This Policy supersedes any previous PASC Grant Application Policies and remains in effect until modified or rescinded.