

DEPARTMENT OF NORTH CAROLINA VFW POST/DISTRICT RELIEF GRANT SOP

From time to time it may be necessary to assist VFW Posts/Districts through a Relief Grant. In that event, the following Standard Operating Procedure shall be followed:

- The Relief Grant Committee shall consist of the following members: Commander, Sr. Vice-Commander, Jr. Vice-Commander, Department Budget Committee Chairman, Department QM, and one at-large member appointed by the Department Commander. The Chairman of the Committee shall be appointed by the Department Commander from the members listed above.
- The Department QM shall be the custodian of the Relief Grant Fund. The QM shall expend monies as directed by the Council of Administration or by the Relief Grant Committee. Grant monies shall be used to provide aid, assistance, and relief to a VFW Post/District that is in financial distress.
- All Grant Requests must be submitted, with supporting documentation, to the Post/District Relief Grant Committee through/by the District Commander. The Committee may award a grant, not to exceed \$1500, upon review and approval of a completed application from a Post or District.
- Grant requests in excess of \$1500 will be forwarded to the Council of Administration for consideration.
- Prior to a Grant Request approval, Posts/Districts must show they have exhausted all means possible, including assistance from other Posts/Districts, to raise funds.
- Upon receipt of the application, the Grant Relief Committee will review the completed application and approve, disapprove, or forward to the Council of Administration for consideration. All action taken must be approved by a majority vote.
- The Committee Chairman or, in case of Council action, the Department Commander, shall direct the Department QM to disburse funds in compliance with the Committee or Council directives.
- Posts/Districts awarded grants shall submit a report to the Relief Grant Committee every 30 days reporting the status of the Grant, until the total Grant is expended.
- Unused Grant monies must be returned to the Department within 90 days of being disbursed to the Post/District.
- A Zoom meeting with the Committee and the Post/District Commander and QM to answer any additional questions will take place before final approval.

This Grant Relief program is a shared responsibility of the Department and the Post/District. It is meant to temporarily assist the Post/District during a period of need.