

PARALYZED VETERANS OF AMERICA CALIFORNIA CHAPTER

RECREATION GRANT REQUEST FORM

(Part 1 of 2 To be Submitted Before Event)

Scan and email to info@pvacc.org with subject (Rec Grant) or drop off in person



**Paralyzed Veterans
of America**

California Chapter

Name of Individual or Organization requesting grant:

(If requesting caregiver as well, include their name too)

Request Date:

Amount requested: (\$1,000 Max/Event, \$2000 Max /Member/Fiscal Year, \$100/Ticket): _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Member Type: ___ Full / ___ Ass. / ___ Org / ___ Care Giver (\$500/max/event include in \$ request above)

Event Name _____ **Event Date:** _____

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

Are you pursuing potential Grants from other Donors for your Event? Y / N

If "Y" please list other organizations and amounts requesting. If you have questions about potential other donors add them below and we might be able to help you find potential additional donor sources:

IF REQUESTING ATTENDEE FUNDING: Please ensure Aid and Attendant information is filled out on VA Event Application. Form is NOT required for Local Ticket reimbursement

CHAPTER APPROVAL: Member is tentatively approved grant amount of \$_____, FY____ pending Board Approval & submission of valid expense receipts.
Members Current FY Rec Grant Balance is \$_____.

Chapter Grant Representative

PARALYZED VETERANS OF AMERICA CALIFORNIA CHAPTER

RECREATION GRANT REQUEST FORM

(Part 2 of 2 To be Submitted within 60 days of completion of event)



**Paralyzed Veterans
of America**

California Chapter

Please include approved part 1 of your request when submitting your receipts for reimbursement.

Please attach any receipts for Travel and Lodging 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.

For smaller events (Concerts, Sporting events etc.) include all expenses for review.

Notes:

- 1) Grants provided to individuals or organizations remain at the sole discretion of PVACC's BOD. All grant applications are reviewed by the BOD and/or the Sports Grant Committee. Allocated Grants are pre-approved annually during the budgeting cycle. Allocated grants are reimbursable grants based upon expenses shown and capped annually at a level set by the BOD.
- 2) All applicants will receive Grant Request Part 1 back with signed approval or reason for not being approved. Please include approved form when submitting Part 2 along with your receipts.
- 3) Must Be PVACC member in good standing
- 4) 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.
- 5) Most Grants approved will be approved for reimbursement. In some cases, payment may be made before the event on a case-by-case basis. If you have a financial situation requiring the funding before the event to purchase transportation or lodging, simply explain your situation on the form
- 6) Part 1 of Grant request should be submitted 45+ days before event to ensure plenty of time to review 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, or in advance if your financial situation requires it (See 5).
- 7) Please take digital pictures while participating on your grant funded event for our social media pages and newsletter. Email them to info@pvacc.org, so we may possibly add them to the newsletter or website. A paragraph explaining what you did and how you enjoyed it would be appreciated as well to help us share your opportunity with others.
- 8) Submit form to the office, or via email to info@pvacc.org.