



SONS OF AMVETS NATIONAL HEADQUARTERS ASSISTING GRANT REQUEST FORM

3309-11 Hubbard Rd.
(301) 683-4099

Hyattsville, MD 20785
Fax - (301) 683-3099

DATE: _____	AMOUNT OF ASSISTING FUNDS REQUESTED: _____
DEPARTMENT: _____	DISTRICT: _____ SQUADRON NO: _____
PAYABLE TO: _____	
(PAYABLE TO: MUST BE A District, Department or Squadron)	
ADDRESS: _____	
CITY: _____	STATE: _____ ZIP CODE: _____
CONTACT PERSON: _____	
CONTACT EMAIL: _____	

Assisting Grant Fund Guidelines

1. Any Department, District or Squadron may apply for assisting grant funds.
2. This form and all required documentation must be received at National Headquarters a minimum of two (2) weeks before the next Spring National Executive Committee Meeting or National Convention.
3. An Assisting Grant request may not be made where another National Program currently exists. (i.e. Sweats for Vets, etc.)
4. Programs and projects run between July 1st and December 31st shall be submitted to the following Spring National Executive Committee for approval. Programs and projects run between January 1st and June 30th shall be submitted to the following National Convention for approval. Except as described explicitly on this form, under no circumstances will any project be carried over to the next awarding period.
5. Programs which are run as fundraisers in any way shall not be considered for an Assisting Grant.
6. A minimum of 25% of the cost of the program shall be borne by the Department, District or Squadron submitting the request.
7. Projects submitted which are for physical improvements to AMVETS physical property shall not be considered.
8. In the event that funds have already been spent, the Requestor must attach a copy of all receipts spent on the program.
9. In the event funds have not yet been spent, the requestor must provide price quotes showing the amount that will be spent.
10. The National Department may award up to a maximum of \$500 to any Department, District or Squadron submitting Assisting Grant Request Form(s) per fiscal year.
11. Assisting Grant requests will be decided based on the merits of the program and funds available in the Assisting Grant Fund.
12. If the request is denied or reduced, the National Finance Officer shall write a letter of explanation and mail within 7 business days of the decision.

DESCRIBE THE PROGRAM IN DETAIL:

(ATTACH ADDITIONAL PAPER IF NECESSARY)

FOR NATIONAL OFFICE USE ONLY

APPROVED OR DENIED _____	AMOUNT GRANTED _____
PRINTED NAME: _____	TITLE _____
AUTHORIZED SIGNATURE _____	DATE _____