

# Membership Development Grant Application

## Cecil Aultman Fund

Please complete the application below and send it to your **DEPARTMENT** for review and approval. The **DEPARTMENT** must review your application to ensure that the goals and objectives are consistent with the purpose and aim of this grant. your completed package can be e-mailed to [amvets@amvets.org](mailto:amvets@amvets.org), fax to 301-459-7924 or mailed via first class or overnight mail to:

AMVETS National Headquarters  
Attn: Membership Director  
4647 Forbes Blvd  
Lanham, Maryland 20706

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number \_\_\_\_\_ Alternate \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Post/Department Number \_\_\_\_\_ Amount of Application \$ \_\_\_\_\_

Please describe in 25 words or less the primary objective of your Aultman Fund request? Attach an outline of how the funds will be used that is no less than one page/no more than three pages. Also include contact information for who will be responsible for accounting for funds/use.

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***(For NHQ use only – Please do not write below this line)***

Date application was received \_\_\_\_\_ By \_\_\_\_\_

Date of application review \_\_\_\_\_ By \_\_\_\_\_

Date presented to National Finance Committee \_\_\_\_\_

Action taken: Approved \_\_\_\_\_ Declined \_\_\_\_\_ Returned for add'l information \_\_\_\_\_

### **Payment Follow-up:**

Post/ Department Notification date \_\_\_\_\_ to \_\_\_\_\_

Date of first payment \_\_\_\_\_ Initials \_\_\_\_\_

Date final report received from Post/Department \_\_\_\_\_ Initials \_\_\_\_\_

Date of final payment \_\_\_\_\_ Initials \_\_\_\_\_

*Details on the purpose, objective, use/distribution of these funds can be found on page 2 of this form.*

# Membership Development Grant Application

## Purpose

The purpose of the Aultman Fund and grants issued from it is to assist **departments** with the development of posts in their respective states. Additionally, it is to serve as a fund that does not pay 100% of the costs but that seeks to cover at a 50% match all funds expended by the **department** up to a cap of \$2,500 per project. While **departments** are not limited in the number of appeals they may submit per fiscal year, they should understand that the intent of the fund is to spread grants as widely as possible and therefore multiple applications will be reviewed with that perspective in mind.

## Objective

While the grants are intended to have a single fiscal year impact, we realize that many plans (especially those started mid-year), may have a multiple year execution process. At the end of the day, the program should have as its exclusive and measureable outcome – to increase membership. No other program objectives will be viewed as a major part of the overall objective or will impact the department's ability to secure remaining funds.

## Process for Application

Each application, once completed, will go through several levels of review before it is presented by the Membership Director to the National Finance Committee for approval. Application packages that are considered to be incomplete will be returned to the author for additional action. Further, the primary contact information is critical to the process to ensure that questions about the application can be resolved quickly. Steps in the process are:

### Steps:

1. Complete/submit the application as outlined on page 1. Additional pages may be added as needed. Keep in mind that incomplete forms/applications will be returned to their originator and that this will delay the approval process.
2. Once the package is complete and approved by the **Department**, it should be mailed, e-mailed or faxed to the National Membership Director for review and action. The Membership Director will also serve as the point of contact on this process.
3. When the application is deemed appropriate and complete, it will be submitted for approval by the National Finance Committee (NFC) on its next scheduled meeting agenda. A definitive action will be taken by the NFC and reported back to the submitter immediately following the NFC meeting.
4. Once the application is approved and a total funding amount confirmed, a check in the amount of 50% of the approved funding amount will be cut for the application and mailed as directed. At this point, the department can start or continue its work on the approved project.
5. Upon completion of the project, and receipt of the final report (which should include project results) then the final payment due of 50% of the approved funding is released to the department.

## Payment Distribution

Payments are made in two equal amounts based on the approved funding provided through the NFC approval process. No other payments will be made outside of this process.