

REQUEST for GRANT

Sons of Confederate Veterans

Office of the Adjutant-in-Chief
Budget and Finance Committee



I. APPLICANT INFORMATION:

Organization making request.

Organization Name

Mailing Address 1

Mailing Address 2

City, State, Zip Code

A. What is the relationship of this organization with the Sons of Confederate Veterans (SCV)?

B. If this organization is not part of the SCV, is it qualified as a tax-exempt organization by the IRS? (Please provide tax-exempt number and certificate.)

C. If tax-exempt, is your organization required to file a form 990?

Yes

No

II. CONTACT INFORMATION (Applicant):

Primary Contact (Name)

Mailing Address 1 (If different from above)

Mailing Address 2 (if different from above).

City, State, Zip Code

Telephone

Email Address

Title

Date

Signature

III. PROJECT INFORMATION:

A. Project Title

B. Briefly summarize the nature of the project.

C. At what stage is this project?

Planning

Underway

Complete

D. What is the anticipated date of completion?

E. What is the total dollar cost of this project?

F. What amount of money are you requesting from the SCV?

G. Identify other sources of money for this project (i.e. who are the other partners in this project?).

H. What portion of the total funding is already raised and pledged?

Pledged:

Cash (in hand):

i. How will the SCV benefit by supporting this project?

J. What type of recognition will the SCV receive for participating in this project?

IV. SUPPLEMENTAL AND FINANCIAL INFORMATION (As an appendix to this application provide the following information):

A. A general budget for the entire project.

B. A specific budget showing how the money from this grant will be used.

C. A time-line identifying the project's major stages and expected date of completion.

D. Any additional descriptive material (graphic designs, photographs, etc.) which might provide clarification of the project.

E. Evidence of tax-exempt status from the IRS (including IRS exemption letter and copy of most recent form 990 if applicable).

APPLICATION INSTRUCTIONS

1. After completing the application and compiling the necessary supplemental information, the application must be sent to the Adjutant-in-Chief, Executive Director, Army of Northern Virginia Commander, Army of Tennessee Commander and the Army of Trans-Mississippi Commander who make up the Budget and Finance Committee. Their USPS addresses and email addresses are located on the SCV website at <http://www.scv.org/about/directories/committeeView.php?cid=BF>.
2. Whether sent as a hard copy via USPS or by email, each application must be sent to all members of the aforementioned Budget and Finance Committee.
3. Once received, each application will be reviewed by by the Budget and Finance Committee who will then present a non-binding recommendation to the General Executive Council (GEC) to fund in full, fund partially or not fund.
4. The GEC will not grant funds in the form of a check to an applicant. If approved, the GEC will authorize the Executive Director to expend funds for a specific purpose. The applicant may be required by the Executive Director to supply necessary documentation to verify the validity of such expenses (e.g. invoices). In many cases funds will be authorized but not actually expended until an actual cost has been incurred or agreed to. Even after approval, do not expend funds or enter into contracts or agreements without first consulting with the Executive Director.
5. If the application is for a grant of funds to reimburse an already incurred expense or indebtedness, please provide copies of all applicable invoices or evidence of indebtedness.
6. Applicants should allow up to six (6) months for a final determination.
7. Applicants whose requests are referred to the GEC for approval should plan to attend the next GEC to answer questions and provide additional information.
8. Receipt of an application for a grant does not imply a willingness or obligation on the part of the SCV, Inc. to pay any debts or grant any funds. Approval of any application for a grant does not necessarily imply approval of any project by the SCV, Inc. nor does it obligate the SCV, Inc. to any degree, for any future expenses.
9. All applicants understand that, if their application is approved, they may not request grant funding in any form again, for five (5) years from the date of approval of such request.