

## Sons of Confederate Veterans Funding Proposal Guidelines

Adopted by the General Executive Council on March 19, 2011.

The Budget and Finance Committee receives many funding requests. From experience gained in evaluating these requests, the following guidelines have been established for use by the Committee and those who are considering submitting requests for funding. While these guidelines are not absolutely binding, they will be used by the Committee unless there is a compelling reason the Committee determines it should waive one or more of the guidelines.

### Guidelines:

1. It is expected that all request for funding will be made by an SCV entity or have an SCV sponsor. If there is no SCV sponsor the Committee reserves the right to not consider the proposal.
2. Most of the work of the SCV is done by the Camps of the SCV. This being the case, before a request is made by a camp for funding, they should judge if the project is within the capability of the camp to finance without assistance from the General Organization. The Committee will evaluate grant requests and will consider the size of the camp, among other factors, and if, in the judgment of the Committee, the camp should be able to finance project without assistance from General Headquarters (GHQ) it is likely that request will not be granted.
3. The Committee believes it is more effective when it helps complete projects instead of beginning projects. It is expected that applicants will have raised 50% of the needed funding before making a request for assistance from GHQ. It is very unlikely that the Committee will approve a request where those making a request have not met this funding level before asking for assistance from GHQ. A possible exception to this rule is the possibility that matching funds can be secured if funding from GHQ is issued before the requestor has raised 50% of their projected needs. There could be other cases where an exception may be made and it will be the responsibility of the requestor to define the special circumstances that they believe the Committee should consider if they have not reached the 50% funding threshold.
4. As a minimum grant requests should include the request form on: <http://www.scv.org/documents.php>. Those making requests should also submit additional information that will further explain their request.
5. It is strongly encouraged that all documents or other information associated with the funding request be sent as attachments to an email message. They should be sent to the Executive Director and the Adjutant in Chief. If the requestor wishes to send information in hard copy format, they should send this information to the Executive Director, Adjutant in Chief and the Army Commanders. Postal mailing addresses can be found on: <http://www.scv.org/directories.php>.
6. If a project is of an ongoing nature, and funds are approved for the project by the GEC, the project will not be eligible for additional funding from General Headquarters for five (5) years.

## Committee Procedure:

The members of the Budget and Finance Committee are the Adjutant in Chief and the three Army Commanders, unless otherwise designated by the Commander In Chief. The Executive Director is a non-voting ex-officio member of the Committee.

1. The Chairman of the Budget and Finance Committee, the Adjutant In Chief, will publish the deadline for funding requests to be received. This date will be set early enough before the scheduled GEC meeting so that the Committee will have time to review the requests by teleconference. This meeting will be used to determine what additional information is needed by the Committee.
2. Following this meeting the Army Commanders will pose the questions raised to the various grant applicants in their respective Armies.
3. The Budget and Finance Committee will hold a meeting to vote on the funding requests, after the answers are obtained from the grant applicants by the Army Commanders. This meeting of the Budget and Finance Committee can be either in person or held electronically.
4. Once the Committee votes and establishes its funding recommendations, these recommendations will be presented to the GEC for final consideration. No funding is approved until the GEC determines that it will authorize the funding. The GEC has the authority to accept or reject the recommendations of the Committee.
5. Those receiving funds will be required to provide evidence that the funds were expended on the project intended in a reasonable amount of time. The "reasonable time" will be determined by the time frame the requestor indicated in the request form filed with the request explaining how the funds would be expended. If the funds have not been expended properly or in a reasonable time-frame, the GEC reserves the right to have the funds returned to General Headquarters.
6. Questions regarding this procedure should be directed to the Executive Director or the Adjutant in Chief.