



Disaster Relief Grant Request – To a Charitable Organization
Reference: Charitable Foundation Disaster Relief Grant Guidelines

Emergency Disaster Relief Grants – Charitable Organization

1. Emergency Disaster Relief Grants are available for natural disasters which are deemed by the Federal, State or Local government(s) as a “state of emergency”.
2. Emergency Disaster Relief Grants shall not exceed \$1,000.00 per Chapter or Club per natural disaster.
3. Requests for Disaster Relief Grants shall be made by the Disaster Relief Coordinator serving the Chapter/Club(s) in the physical locale of the disaster. In the event there is not a Disaster Relief Coordinator, the request shall be made by the Chapter or Club President.
4. Grants are not available from the Foundation to be paid directly to individuals. (See Guidelines for Chapter/Club information.)
5. Grant applications for charitable organizations must be submitted to the Charitable Foundation President within 60 days of the disaster occurrence.
6. Following grant approval, the Foundation Treasurer will forward a check made payable to the name of the designated charitable organization and sent to the Club or Chapter President for presentation to the charitable organization within 30 days.
7. Within 60 days of receipt of the donation, the charitable organization must provide documentation such as a thank you letter to the Foundation or Club or Chapter indicating their receipt of the donation. This documentation will be provided to the Foundation Treasurer upon receipt.

Person Requesting Grant: _____

Date Request Made: _____

Amount Requested: _____

Check Payable To: Name of _____
Charitable Organization and _____
Where the funds should be _____
Mailed (no P.O. Boxes) _____

Date of & Nature of the Disaster: _____
(Use additional paper if _____
necessary) _____

How the funds will be used: _____
(Use additional paper if _____
necessary) _____

RVP’s Signature for Approval: _____

Date RVP Signed: _____

Foundation President Approval: _____

Date Foundation President Signed: _____



Disaster Relief Grant Request – To a Chapter or Club
Reference: Charitable Foundation Disaster Relief Grant Guidelines

- Emergency Disaster Relief Grants – Chapters or Clubs**
1. Emergency Disaster Relief Grants are available for natural disasters which are deemed by the Federal, State or Local government(s) as a “state of emergency”.
 2. Emergency Disaster Relief Grants shall not exceed \$1,000.00 per Chapter or Club per natural disaster.
 3. Requests for Disaster Relief Grants shall be made by the Disaster Relief Coordinator serving the Chapter/Club(s) in the physical locale of the disaster. In the event there is not a Disaster Relief Coordinator, the request shall be made by the Chapter or Club President.
 4. Grants are not available from the Foundation to be paid directly to individuals. (See Guidelines for Chapter/Club information.)
 5. Chapters or Clubs may request direct grants to their Chapter or Club and the application must be made within 60 days of the disaster occurrence..
 6. Following grant approval, the Foundation Treasurer will forward a check made payable to the name of the Club or Chapter to the Club or Chapter President. Funds must be used by the Chapter or Club within 60 days following receipt of grant funds.
 7. A detailed written accounting and receipts documenting how funds have been used must be returned to the Foundation Treasurer within the 60 day time frame. Unused grant funds must be promptly returned to the Foundation Treasurer.

Name of Chapter or Club _____

Person Requesting Grant: _____

Date Request Made: _____

Amount Requested: _____

Check Payable to (Name of Club
or Chapter and where the funds
should be mailed) _____

(no P.O. Boxes) _____

Date of & Nature of the Disaster:
(Use additional paper if
necessary) _____

How the funds will be used:
(Use additional paper if
necessary) _____

RVP’s Signature for Approval: _____

Date RVP Signed: _____

Foundation President Approval: _____

Date Foundation President Signed: _____