

**Board of County Commissioners  
Leon County, Florida**

**Policy No. 16-3**

Title: Veteran Service Organization Grant Assistance Program

Date Adopted: September 4, 2018

Effective Date: September 4, 2018

Reference: N/A

Policy Superseded: Policy No. 16-3 “Veteran Service Organization Grant Assistance Program” adopted February 9, 2016

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 16-3, “Veteran Service Organization Grant Assistance Program” adopted on February 9, 2016 is hereby amended and a revised policy is adopted in its place, to wit:

**Veteran Service Organization Grant Assistance Program**

**1. Board Intent**

- a. Annually as part of the budget process, the Board may establish an allocation for the Veteran Service Organization Grant Assistance Program.
- b. All funding allocated under this category is designated one time, one use funding.
- c. All Leon County Veteran Service Organizations (VSO) are eligible to receive a grant of up to \$1,000 per year or 20% of the total Veteran Service Organization Grant Assistance Program funding level, whichever is greater, to assist in the cost of funding a service or project that provides assistance to Leon County resident Veterans, Active Duty Military members, National Guard or Reserve Members of any branch service in a current drilling status, and their dependents.
- d. The grant is not intended to fund financial assistance, home repair, salaries or per diem expenses. No grants will be allocated directly to individuals.

**2. Eligibility**

- a. All Veteran Service Organizations that have a chapter or post in Leon County that are requesting funding to assist them in providing a service, or project that would provide assistance to a Leon County resident Veteran, Active Duty Military member, National Guard or Reserve Military member in a drilling status, and their dependents.

- b. A Veteran Service Organization (VSO) is defined as an organization that is chartered by the United States Congress and has a valid 501(c)(3) registration that represents the interests of Veterans.
- c. A dependent is defined as the spouse or child under the age of 18, or the unmarried adult between the age of 18 and 23 who is a full time student at an institution of higher learning.
- d. A service or project is defined as any event or series of events conducted by a Veteran Service Organization that will benefit Leon County resident Veterans, Active Duty Military members, National Guard or Reserve members of any branch service in a current drilling status, and their dependents.
- e. Eligible funding requests may include, but are not limited to, requests for capital improvements, building repairs, transportation, and appreciation/recognition activities not currently funded by any other source of County funding.
- f. This policy does not exclude Veteran Service Organizations from receiving grant funds under this program should the Veteran Service Organization receive County funds for a separately funded program or service. However, Veteran Service Organizations may not seek multiple awards of funding through this grant program for a project or service already funded by the County.

**3. Procedures**

The following procedures shall govern all funding requests made during the fiscal year:

- a. After the Veteran Service Organization Grant Assistance Program Funding level is established by the Board upon adoption of the annual budget, the County Administrator shall have the authority to appropriate expenditures consistent with this policy and the procedures established therein.
- b. The County Administrator or designee is authorized to develop forms and procedures to be used by outside agencies or individuals.
- c. Veteran Service Organizations requesting funding shall first submit their requests in writing to the County Administrator or designee for review and evaluation. The request must include certified documentation verifying the legitimacy of the organization, include the description of the project or service for which funding is being requested, a list of the expenses the grant will be used to pay, and be signed by the top officer of the organization.
- d. The County Administrator or designee shall establish an application period and submittal deadline for Veteran Service Organization funding requests. However, the County Administrator or designee is authorized to appropriate expenditures consistent with this policy and the procedures beyond an established application and submittal

- deadline until the funds are exhausted.
- e. Based on the availability of resources, funding will be awarded to organizations that meet the eligibility requirements based on a competitive evaluation that considers the description of the project or service seeking funds, the proposed benefit offered to veterans, and the ability of the organization to fulfill the intended results.
  - f. Funding requests may be granted up to \$1,000 per year or 20% of the total Veteran Service Organization Grant Assistance Program funding level, whichever is greater.

*Revised 9/4/2018*