

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

Policy No. 16-3

Title:	Veteran Service Organization Grant Assistance Program
Date Adopted:	January 28, 2025
Effective Date:	January 28, 2025
Reference:	N/A
Policy Superseded:	Policy No. 16-3 “Veteran Service Organization Grant Assistance Program” adopted February 9, 2016; September 4, 2018

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” amended on September 4, 2018, is hereby further 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. These grants are not authorized to be used to fund individual financial assistance, including living expenses or utilities, nor are they authorized for home repair, salaries or per diem expenses. No grants will be allocated directly to individuals nor may grant funds be passed through a VSO to provide direct assistance to individuals.

2. Eligibility

- a. All VSO's that are located within or 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. For purpose of this policy a VSO shall be registered as a non-profit 501(c)(3) and, if applicable, a Florida not for profit entity, and shall meet all the provisions of one of the following categories:
 1. An organization that is chartered by the United States Congress that represents the interests of Veterans.
 2. A statewide or local VSO identified in Florida Statute whose mission is to support Veterans, and whose funding request is related to a specific service or project in Leon County.
 3. A local VSO whose sole mission is to provide services to Leon County Veterans and the organization has consistently provided such services for three or more years prior to their grant application.
- c. A service or project is defined as any event or series of events conducted by a VSO 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.
- d. A dependent is defined as the spouse or child of any of the Leon County residents identified in 2.c. above who is under the age of 18, or between the age of 18 and 23 who is unmarried and a full-time student at an institution of higher learning.
- 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 VSOs from receiving grant funds under this program should the VSO receive County funds for a separately funded program or service. However, VSOs 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 for the implementation of this policy.
- c. The County Administrator or designee shall establish an application period and submittal deadline for Veteran Service Organization Grant Assistance Program 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.
- d. Based on the availability of resources as allocated by the Board pursuant to 1.a., funding will be awarded to organizations that meet the eligibility requirements and based on the consideration of 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. The request must also 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. Further, the County Administrator or designee is authorized to approve, modify, execute, and extend all grant agreements entered into pursuant to this policy and its associated procedures, and subject to legal review by the County Attorney's Office.
- e. Funding requests may be granted up to \$1,000 per fiscal year or up to 20% of the total Veteran Service Organization Grant Assistance Program funding level, whichever is greater.