



Aultman Fund Grant Application

The Aultman Fund was created to Honor the memory of PNC **Cecil Aultman, AMVETS National Commander 1998-1999**. It is in place to assist departments with the development of posts in their respective states. The grant does not pay 100% of the costs. It only covers a 50% match of funds expended by the department up to a cap of \$2,500 per project.

Objective

While the grants are intended to have a single fiscal year impact, we realize that many plans (especially those started mid-year), may have a multiple year execution process. At the end of the day, the program should have as its exclusive and **measureable outcome – to increase membership**. No other program objectives will be viewed as a major part of the overall objective or will impact the department's ability to secure remaining funds.

Process for Application

Each application, once completed, will go through several levels of review before it is approved by National Headquarters. Packages that are considered to be incomplete will be returned to the author for additional action. Further, the primary contact information is critical to the process to ensure that questions about the application can be resolved quickly. Steps in the process are:

- 1. Submit the application p.2. Additional pages may be added as needed. Incomplete applications will delay the approval process.**
- 2. Once the package is complete and approved by the Department, it should be emailed, faxed or National Membership Director for review and action. The Membership Director will serve as the point of contact on this process.**
- 3. When the application is deemed appropriate and complete, it will be submitted for final approval to the National Executive Director.**
- 4. Once the application is approved and a total funding amount confirmed, a check in the amount of 50% of the approved funding amount will be processed and mailed as directed.**
- 5. Upon completion of the project, and receipt of the final report (which should include project results) the final payment of 50% of the approved funding is released to the department.**

Payment Distribution: Payments are made in two equal amounts based on the approved funding.



Cecil Aultman Fund Grant Application

Complete the application below and send it to your **DEPARTMENT** for review and approval. The **DEPARTMENT** must review your application to ensure that the goals and objectives are consistent with the purpose of the grant. your completed package can be e-mailed to hneal@amvets.org, fax to 301-459-7924 or mailed with tracking number to:

AMVETS National Headquarters
Attn: Membership Director
4647 Forbes Blvd
Lanham, Maryland 20706

Name _____ Position _____
Address _____
City _____ State _____ Zip _____
Phone: _____ Email _____
Post/Department Number _____ Amount requested _____

Please describe in 25 words or less the primary objective of your Aultman Fund request? Outline of how the funds will be used. Include contact information for who will be responsible for accounting for fund use.

(For NHQ use only – Please do not write below this line)

Received Director of Membership _____ date _____
Reviewed by Director of Finance _____ date _____

Action taken: Approved _____ Declined _____ Returned for information _____

National Executive Director _____ date _____

Payment Follow-up:

Post/ Department Notification date _____ to _____
Date of first payment _____ Initials _____
Date final report received from Post/Department _____ Initials _____
Date of final payment _____ Initials _____