

# 416<sup>th</sup> ENCOM Association Individual Grant Guidelines & Application

Initial Draft - March 15, 2022 / Revised August 11, 2022

## I. PURPOSE

The purpose of this document is to establish the criteria and the approval process for individual grant awards. These awards are designed to provide modest financial support to those reservists facing acute financial hardship and who have served and/or are currently serving members of the 416<sup>th</sup> Theater Engineer Command (TEC), including the 416<sup>th</sup> Engineer Command (ENCOM). The goal of these grants are to reduce or eliminate the likelihood that these Citizen Soldiers will become destitute.

## II. REQUIREMENTS

- a. New applicants must follow the guidelines herein provided to be considered for an individual grant.
- b. Applicants are self-nominated. To be considered for a grant, applicants must complete and submit the enclosed application form before the deadline to a member of the 416<sup>th</sup> ENCOM Association's Board of Directors or online at the association's website.
- c. All information collected will remain confidential – release of information to third parties is not authorized unless granted permission to do so by the individual applicant.
- d. Substantiating documentation may be requested by the association.
- e. All awards must be approved by the 416<sup>th</sup> ENCOM Association's Board of Directors, based upon recommendation by the Awards / Distribution Committee.
- f. Annual Budget – The association's Board of Directors will establish an annual budget or maximum amount to be awarded.
- g. Award Limits – Individual grants will be capped at a maximum of \$250 annually. No more than 2 grants will be awarded to the same individual (\$500 individual maximum) in a single calendar year.
- h. Application Deadline – There is rolling application deadline at the end of each quarter (March 31, June 30, September 30, and December 31) each year, with awards being voted on / announced at the *second* following scheduled monthly Board of Directors meeting and disbursed within 60 days of the deadline. (The Awards / Distribution Committee will meet to evaluate applications during the month immediately following the quarterly deadline.)
- i. Application Approval / Denial – Response letters will be sent out to all applicants. For those approved, an acceptance agreement specifying any limitation on what the funds can be used for (prohibited spending) will be followed thereafter by a check for the amount of the approved grant.

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- j. Appeal of Decision – No appeal process is provided except in the case of a material error or omission in the submitted application. Such a request should be made to the President of the Association within 30 days of receipt of the denial of an award and is subject to available funding.
- k. Approved Expenditures – Funds may be used to cover emergency expenses, to include but not limited to buying groceries, paying rent, or housing costs, paying for childcare, covering medical expenses, and covering costs associated with local transportation including gasoline, insurance, auto repairs, bus, or other mass transit expenses.
- l. Prohibited expenditures – Awarded funds may not be used to purchase alcohol, recreational drugs, or purchasing any illegal substances or services. If such expenditures are made with grant awards, the association retains the authority to recover such awarded funds.

### **III. CRITERIA FOR AWARD**

- a. Consideration will be given to those individuals who demonstrate severe economic distress or acute financial hardship. Such hardships usually have many causes, some of the most common include loss of income/employment, uninsured medical expenses, and unanticipated expenses such as a breakdown of a vehicle used to go to and from work.
- b. Qualified applicants will be current or former members of the U.S. Army Reserves that are or have served with the 416th Theater Engineer Command (TEC) or the 416th Engineer Command (ENCOM), or a downtrace unit. Such membership must be validated. Validation can be accomplished by submitting copies of official documents, e.g., orders, awards, etc., by a current unit administrator, or via attestation of an existing member of the 416<sup>th</sup> ENCOM Association.
- c. A member of the Awards / Distribution Committee may contact the individual for additional information or request proof of financial hardship. This can include copies of past due bill(s), invoice for repairs, insurance estimate of benefits showing non-covered medical charges, recent bank statements, paystubs, etc.
- d. Individuals are expected to use personal savings, family financial resources, and/or government assistance when available.
- e. Access to other sources of funding, such as credit cards, a home equity line of credit, and a personal loan from friends, are not considered as available funds.
- f. If the total amount of grant funding to be awarded exceeds available grant funding, individual grant awards may be reduced, or grants may be awarded on a lottery basis – subject to the recommendation of the Awards / Distribution Committee.
- g. If appropriate, awardees must agree to accept credit counseling or assistance with developing personal financial strategies such as preparing a budget. The goal of the grant is to provide short-

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term financial assistance to those most in need, and to foster greater financial independence whenever possible.

### IV. SELECTION PROCESS

- a. The Awards / Distribution Committee of the 416<sup>th</sup>ENCOM Association will be responsible for reviewing all grant application.
- b. As soon as possible after the application deadline, the committee secretary will compile a listing of all applications received. The list will include the names and dates of service with the 416<sup>th</sup>.
- c. Applicants will then be assigned a unique application number, which will be used in lieu of names. Each application will then be modified such that the unique application number will replace the name of the applicant.
- d. Copies of the modified applications will then be distributed to members of the awards committee for review.
- e. Committee members will score each application from 0-3 using the following scale:

SCORE	DESCRIPTION
0	No grant award is recommended: the application fails to demonstrate financial need and therefore does not warrant consideration of an award and/or is unqualified.
1	Only a minimal grant award is recommended, typically under \$100: the application shows limited merit or financial need and/or other sources of funding should be used to satisfy the financial need identified.
2	A financial grant is recommended: the application shows a need for outside financial support, but such support is not essential or other sources of funding may be available.
3	The maximum financial grant award of \$250 is strongly recommended; The application demonstrates a significant need for outside financial support and/or may even require additional assistance/services, i.e., counseling, etc.

- f. Scoresheets from each committee member will be turned into the committee secretary and double checked for completeness. The secretary will then tabulate the totals for each applicant and create an order of merit list (OML) and share the results with the entire committee.
- g. The Awards / Distribution Committee will discuss the OML results with a goal of making specific recommendations regarding grant awards to the Board of Directors. The entire timeline for the grant award selection process is 30 days. A final Order of Merit (OML) shall be furnished the Board of Directors at their next scheduled monthly meeting.
- h. Once the OML is approved by the Board of Directors, the list of awardees shall be given to the Treasurer to make final disbursement to beneficiaries/awardees.
- i. The Awards / Distribution Committee is responsible for any changes/ corrections / modification of these procedures, subject to final approval by the Association's Board of Directors.

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<b>1. APPLICANT</b>		
Name	Date of Application	
Street Address	Phone	
City, State, Zip		
<b>2. UNIT AFFILIATION</b>		
Current or Former USAR Member (Please circle one)		
Dates assigned to the 416th TEC or 416th ENCOM		
Begin (Month/Year)	End (Month/Year or Current)	Downtrace Unit (If applicable)
<b>3. APPLICANT NARRATIVE (Use additional sheet if necessary)</b>		
Briefly Describe Your Financial Need / Situation		
Cause of Financial hardship (check all that apply)		
<input type="checkbox"/> Medical Expenses not covered by Insurance	<input type="checkbox"/> Unanticipated Housing Expense	
<input type="checkbox"/> Loss of Employment / Reduced Hours	<input type="checkbox"/> Accumulated Debt / Overextended	
<input type="checkbox"/> Loss of Transportation / Car Repairs	<input type="checkbox"/> Family Emergency	
<input type="checkbox"/> Child Care / Dependant Care Expenses	<input type="checkbox"/> Other	
<b>4. FINANCIAL INFORMATION</b>		
Current Monthly Income		Current Monthly Expenses
From Employment		Housing / Utilities
From USAR		Groceries
Other Income		Debt Service
Government Benefits		Auto / Transportation
Available Savings		Other Expenses
<b>5. CERTIFICATION</b>		
I hereby certify that the information above is true and correct to the best of my knowledge and that there is an acute need for financial assistance as described in box 3 above. Additionally, any financial award will be used only in accordance with established/authorized uses for such funds - or may be subject to recovery by and owed to the Association.		
Signature	Date	Amount Requested (Max. of \$250)

<b>5. FOR OFFICIAL USE</b>		
Date Received	Total Points Awarded	Order of Merit
Previous Support	Amount Requested	Amount Funded