



**Paralyzed Veterans of America**

Keystone Chapter

1113 Main Street, Pittsburgh, PA 15215-2407 ☎ Phones **412 781-2474** or 800 775-9323  
Fax 412 781-2659 ☎ E-mail [keystoneparavets@gmail.com](mailto:keystoneparavets@gmail.com) ☎ Web site [www.kpva.org](http://www.kpva.org)

**Application for Funding**

What is the purpose of this request for funds? \_\_\_\_\_

**Date funds are needed by:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

House Number & Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip + 4 \_\_\_\_\_

**Phone number:** \_\_\_\_\_

Cell Phone \_\_\_\_\_ Land Line \_\_\_\_\_

**Name of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_ **Date(s) of event:** \_\_\_\_\_

**Anticipated expense:** \$ \_\_\_\_\_

Completed form **must be submitted FORTY-FIVE (45) days prior to the event.** All funding is subject to the availability of funds and the approval of the Board of Directors.

I understand that I am **responsible for turning in receipts** to account for funds spent along with any unused funds **within ten (10) days of the event.** If, for any reason, I am unable to attend the event, I will return the uncashed check or a personal check for the full amount immediately. Failure to do so will result in not being funded for future events.

*Check this box if you are a Keystone PVA Life Member*

**Signature of applicant:** \_\_\_\_\_

\*\*\*\*\*

**Office use Only:**

**Funds available:** \$ \_\_\_\_\_

**Date funds needed by:** \_\_\_\_\_

**Amount approved:** \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Check #:** \_\_\_\_\_

**Date issued:** \_\_\_\_\_

**Receipts returned:** \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Funds remaining:** \$ \_\_\_\_\_

## **NOTES to help you submit this application:**

### **What is the purpose of this request for funds?**

In your own words, why are you applying for funds from Keystone PVA? Keep in mind that because Keystone PVA is a nonprofit charity, it can only support those requests that have a direct or supporting relationship to its mission. The Board of Directors considers all applications for funding and approves, disapproves, or may choose to not act at all.

### **Date funds are needed:**

Give the Board of Directors plenty of time to consider your request, at least thirty days, prior to the date the funds are needed. The Board only meets once a month. Individual officers and staff do not have the authority to approve funding requests.

### **Name of event, Location of event, and Date of event**

This assumes the funding relates to an event involving the applicant. If something else, make sure that the purpose is clear on the first line of the form (“purpose”) and write in N/A on these lines as appropriate.

### **Anticipated expense:**

Please enter your expected total expenses that this request will incur. A precise amount is preferred. If you wish to break down component expenses, such as travel, lodging, and/or entry fees, use the rest of the line to show them. The Board of Directors has set an absolute **limit of \$1,250 per request** and \$2,500 per year for all requests from any one life member.

*Funding awarded by Keystone PVA is restricted to event operation or participation supportive of the mission of Keystone PVA. All expenditures of funds awarded must be accounted for with receipts; no exceptions will be recognized. All funds awarded but not expended must be returned to the Chapter. Expenditures deemed excessive by Keystone PVA may result in the subsequent denial of funding.*

*For sponsorship of a member participating in an event, Keystone PVA will consider funding only for 1) travel directly to and from the event from the applicant’s home, 2) lodging necessary to participate in the event, and 3) fees associated with participating in the event. Meals, parking, tips, and incidental expenses will not be considered.*

*For other sponsorships, such as the support of events that are consistent with the mission of the Keystone PVA, consideration will be given on a case-by-case basis.*

*Requests for additional funds for the same purpose will not be considered.*

### **Returning receipts and funds not spent:**

Return all receipts for funds spent and any unused funds (by check made out to “Keystone PVA”) to Keystone PVA, 1113 Main Street, Pittsburgh PA 15215 within 10 days of the event. If the item or service is not clearly indicated on each receipt, please print the purpose (for example, “taxi from airport to hotel for three people”) on the receipt.

### **If you cannot attend the event:**

Notify the chapter by calling the office as soon as you know you cannot attend. Return all funds promptly if you have received them. If you have spent funds prior to notifying the chapter that you cannot attend the event, you will have to reimburse those funds to the chapter unless your reason for not attending is determined to be an unavoidable emergency by the Keystone PVA Board of Directors. Your reason must be presented to the Board in writing by sending it to the office to the attention of the President, Keystone Paralyzed Veterans.