



VKCCI Grant Request

Council Procedures

All Grant requests must be submitted by the Grand Knight* of a Virginia State Council. Grant eligibility is limited to individuals who are residents of Virginia, and, who, through no fault of their own, find themselves in financial distress and unable to provide for the basic necessities of life.

Grant requests should be submitted to:

Kelly J. Mortensen, PSD
Vice President - Grants
3500 Gregory Pond Road
North Chesterfield, VA 23236-1434
VKCCIGrantRequests@VAKofC.org

Grand Knight Submitting Request: _____

GK Phone No. (h): _____ ; **(c)** _____

Council Name: _____ **Council Number:** _____

Please e-mail the grant request if possible.

All of the following information concerning the individual or family **is required** for the grant request to be processed:

1. Name of the individual or family.
2. Names and ages of children, if applicable.
3. How the Council learned of the situation?
4. The circumstances that put the individual or family in financial distress.

5. **What is the financial condition of the individual or family? (Submit a breakdown including dollar amounts and sources of income and expenses, and the amount and list of bills in arrears to demonstrate need.) Attach separate sheet, if necessary.**

6. The amount of financial assistance requested from VKCCI.

7. The Council efforts to provide assistance (financial or volunteer).

8. Other agencies or organizations contacted for assistance and their response.

9. Any urgent time constraints that may be involved in the situation.

10. Identify if the individual or family situation involves intellectual disabilities. Please provide details concerning the intellectual disabilities. (There is special funding available in cooperation with KOVAR for these situations.)

* If the Grand Knight is not available for 14 days or is to be the recipient of the Grant, the Grant Request should be submitted by the Deputy Grand Knight.

Remember - VKCCI is a source of last resort and the request should clearly spell out **that an emergency exists for the basic necessities of life. (food, clothing, shelter, medical, or physical needs.) AND**

Will the grant provide relief for the long term or will it only postpone the inevitable?

Council Procedures

1. Grant Funds must be paid directly to a supplier or creditor. They are never to be paid to an individual or a member of their family. **Councils must be prepared to distribute funds as soon as possible.**

2. The Grant Distribution Report **must** be completed and returned within **60 days** of receipt of the grant along with any unused grant funds to the **VKCCI Treasurer, Ronald P. Gorman, 116 Meredith Way, Newport News, VA 23606**. Please include a statement whether the grant accomplished its intent. Please also include any statements of gratitude or appreciation from the grantee.

3. Councils will be billed for the amount of the Grant if the Grant Distribution Report is not returned to VKCCI within 60 days.