

Department of Ohio, Marine Corps League

Youth Committee, Process for Grants

Work Instruction

Purpose: Grants will be presented to youth organizations with members are not older than 18 years old or high school seniors. The organization must have 10 or more youth members in its group. No grants will be presented to the general fund of the organization. All grant requests must state the purpose of the special project for which it is requested and must have a physical, moral, or learning value for the project. The amount of the grant may be up to and not more than \$500 per grant. There is no preference to Young Marines or relatives of Marines. Only one grant will be given for any Youth Organization in one year (12 months).

Evaluation of Grants:

1. The initial evaluation of the grant application will be performed by the Sub-Committee of the Youth Committee, which will have a minimum of 3 members in attendance.
2. The Leader of the Sub-Committee receives the grants requested and distributes them by either mail or e-rnail to the rest of the members of the Sub-Committee for review. The Sub- Committee will review the requests and discuss it at a meeting.
3. After receiving the grant application, the member who receives it shall send a letter or e-mail to the Youth Group, letting them know that the grant was received and is under review.
4. After reviewing the grant applications, the Sub-Committee will report their findings to the full Youth Committee with a recommendation to accept or reject the application.
5. The Youth Committee will vote on the recommendation to accept or reject the application for the grant.
6. A letter or e-mail will be sent by the Chairman of the Youth Committee to the Youth Group notifying them of acceptance or rejection of their application. If the application was rejected, a reason will be included in the correspondence. If the application is accepted, the amount of the grant will be included in the correspondence.
7. Final action on all grants will be done four times a year (at the quarterly meetings and the convention) when the sub-committee reports their findings to the full committee with a recommendation.
8. Deadlines for receiving the grants shall be as follows, so that they may be discussed at the quarterly meetings and/or Convention:
 - a. 1 August
 - b. 1 November
 - c. 1 February
 - d. 15 May

9. The Youth Committee Chairman will keep a record of all grant requests, to include acceptance or rejection, the amount of the grant and the date it was issued.