



## Department of Arizona Marine Corps League

April 6, 2017

From: Commandant Pat Connell

To: Department of Arizona Detachment Commandants

Subj: Administration of Concert Series Fund Allocations

1. Funds were recently generated from the Department of Arizona's participation in a musical concert series program. At this time the amount of funds remaining from this endeavor totals approximately \$63,000.00.
2. It was determined by The Board of Trustees of the Department of Arizona that these funds would be used to further the goals and objectives of Department of Arizona in the most efficient and far-reaching manner as possible.
3. A five-person committee to be known as the Concert Series Fund Allocation Committee (CSFAC) was formed. The following individuals were assigned to serve on the committee: Commandant Pat Connell, Adjutant Kathy Reese, Paymaster Mike Bellard, Marine Kim McCoy and Judge Advocate Bob Wallace.
4. It has been determined that the following procedures will be followed in the disbursement of these funds:
  - a. Each year, over a four-year period, up to ten (10) grants each in an amount up to \$1,500.00 each will be made to separate detachments based on submitted requests as approved by the CSFAC. Thus the account will be substantially disbursed by the end of the fourth year and the funds will have been spread widely across the detachments.
  - b. Requests for grants from this fund must be submitted to the Department of Arizona Adjutant not later than February 10 of each year to be evaluated by the committee at the Spring Conference of the Department of Arizona. Only one request per detachment, per year, will be considered.
  - c. Award of the approved grants and actual disbursement of the funds to the approved detachments will take place at the Annual Convention of the Department of Arizona in June of each year.
  - d. Requests for grants are to be submitted in accordance with the format of the attached form: "Concert Series Fund Grant Request, revised April 6, 2017". Detachments are encouraged to provide any additional narrative, photographs, cost estimates and any

other additional information along with the grant request that will help convince the committee of the project's worthiness.

- e. It is intended that these grants will be used for various projects, needs or events as determined by the detachment. Approval will be based on the level of benefit and assistance resulting to detachment members, Marine veterans and their families or veterans of other branches of the Armed Forces of America in competition with submissions from other detachments.
- f. These grants are not intended to substitute for or allow detachments to relax their other fund raising activities. Rather, they are intended to provide additional funds to a detachment to expand its effect on the communities in which they operate, which they otherwise could not afford to do.
- g. Grants will be considered for any event, activity or need that directly benefits the members of our league, other Marines and their families and other veterans. The basis for the grant is only limited by the imagination of the submitting detachment. Some examples of appropriate projects would be sports activity days or Bar-B-Ques for patients at one of the VA Hospitals, Bingo games/prizes for VA patients, Christmas gifts for vets, Veteran Recognition Ceremonies (particularly for women), projects that assist Young Marines or Devil Pups, World War I or II, Korea, Vietnam, War on Terror Recognition Ceremonies, Stand-down Projects, Town Hall Projects, etc., etc.
- h. Within six (6) months of receiving a grant, a detachment will be required to submit a written report verifying that the funds were received and were properly used for the intended purposes as stated in the request for funds. Failure to submit this report will eliminate that detachment from consideration of subsequent grant awards.
- i. In order to make awards in calendar year 2017, the above procedures will be modified for year 2017 only by requiring grant requests be **submitted not later than May 10, 2017** for evaluation and approval during the Annual Department Convention. Actual award and disbursement of funds would take place during the Fall Conference for 2017 only.
- j. This is an opportunity for smaller detachments that sometimes have difficulty raising funds to conduct a meaningful project. And the larger detachments can increase the types of projects they already conduct.
- k. If you have questions or need help with your submission request for funds, please contact one of the committee members.
- l. As a Detachment Commandant you need to provide the leadership to harvest ideas from your membership, submit a request and get your share of these funds for your detachment!

Best regards and Semper Fidelis,

*Pat Connell*

Pat Connell  
Department of Arizona Commandant

Attachment: Concert Series Fund Grant Request, revised April 6, 2017