



Veterans Council of Duval County

"Strength in Unity"

Veterans Memorial Arena Trust Fund

GRANT PROTOCOL

A. Veterans Memorial Arena Trust Fund Committee:

1. A nine-member Veterans Memorial Arena Trust Fund Committee (VMATFC) shall be elected and in place no later than October of each year. The initial VMATFC members were elected for staggered terms by eligible VCDC voting organizations. During the initial election process, the two members who received the highest total number of votes are to serve for three years and the next two highest number of votes will serve for two years, and the next three members will serve for one year. After the initial October 2019 election cycle, members will be elected for three-year terms thereafter. The committee will vote for two chairpeople to run the process of the VMATFC by a majority vote of the VMATFC. There will be nine total VMATFC volunteers each year: seven voting members, one alternate and one standby. All members will participate in all meetings. The alternate and standby members will be used to avoid any perceived conflict of interest when voting for grant approval. In the event a member of the committee is unable to perform their duties, they will be asked to step down and a new committee member shall be nominated and elected by a majority vote of the Veterans Council of Duval County.
2. All members of the VMATFC shall be veterans and active members of the Veterans Council of Duval County. The seven members elected by the eligible voting membership shall be entrusted with the authority to make grant recommendations to the Executive Board.

B. Nominations to the Board:

1. Each eligible VCDC voting organization, or an individual member may nominate only one veteran each election cycle. A

member delegate or individual member delegate may not nominate themselves.

2. Each voting member organization can vote for as many seats as are open. Voting can be conducted by using any means deemed acceptable by the members and member organizations of the Council in good standing.

C. Timeline (To be written into the applicable VCDC monthly meeting's agenda):

1. August: Nominations of candidates
2. September: Introduction of candidates
3. October: Voting for candidates
4. November: Newly elected Committee members assume positions
5. December: All VMATFC Public Meetings and locations/Zoom meeting ID, Passcode, and URL announced and published.

D. Removal from the Board:

1. If a VMATFC member is not performing their duties and responsibilities as established by the council, a minimum of five members of the VMATFC must agree and present written justification to the Executive Board to consider the members removal. If the VMATFC member is removed from the VMATFC, the Chairman of the VCDC shall appoint a replacement for a term that will expire at the next scheduled election.

E. Voting:

1. All VMATFC meetings are open to the public and meetings locations or electronic means of observing shall be announced. Only the VMATC members may discuss the applicants during the meeting and all others must remain silent and respectful to the VMATFC. The VMATFC deliberations are private and closed to the public to ensure no undue influence on the committee and its voting.
2. Prior to voting, The VMATFC shall conduct a public hearing of the VCDC member organizations in good standing to hear the input of any VCDC member organization in good standing on current applicants being considered for a Grant. This hearing shall be conducted at 6:00 p.m. on the day of the regularly scheduled VCDC monthly meeting that immediately follows.

3. The VCDC Chairman or their alternate may attend all VMATFC meetings but does not have a vote (limited to one Executive Board member per meeting). The VMATFC Chairperson will run all VMATFC meetings. All nine VMATFC members must review and vote on each grants merit.
4. The VCDC membership at large will not be given a vote as to who will or will not receive grants nor the amount of funds provided.

F. Priority of Awards:

1. Priority will be based off the VMATFC committee voting and discussions. Priority will be given to those organizations who are active members of the VCDC, serving individual veteran's needs directly, then programs supporting veteran's needs, then programs supporting veteran's families, then all other veteran service organizations serving Veterans in Duval County, FL. Grant selections will be placed in priority order by the VMATFC and then submitted to the Executive Board.

G. General:

1. Annually, at the January VCDC meeting, the voting members shall vote to determine the maximum dollar amount of grant funds to be awarded to Grant applicants or an amount to place in reserves and considered restricted funds that shall not to be utilized for those years grant recommendations. The sum of \$20,000.00 annually, commencing with the 2019 Grant Funds, shall be held-back and considered restricted funds for use on future VCDC projects unless otherwise voted on annually by the members of the VCDC in good standing. There is no requirement for the VMATFC to expend all funds in any given year. The number of grants and funding each year will be determined based on the number of selected grants and their dollar amount as determined by the VMATFC and available funds in the Veterans Memorial Arena Trust Fund and any limitations voted on by the VCDC.
2. The VMATFC will present its recommendations to the Executive Board for approval no later than midnight on February 15th of each year. The VMATFC will provide which organization(s) they recommend receiving grants and the amount to be awarded. Said list shall be provided in an order of priority based on the needs presented in the grant application. If there are any issues or concerns, the Executive Board and the VMATFC will discuss and come to an agreement prior to submission to the City of Jacksonville. However, if the VMATFC and the Executive

Board are unable to agree, then the issue will be brought to the members of the VCDC to be voted on by its members in good standing. There is no appeal process.

3. Once the Grant Recommendations are received from the VMATFC, the Executive Board shall convene a special meeting to review the recommendations of the VMATFC along with the applications if so requested. Once the Executive Board votes on the VMATFC recommendations with or without any changes, the Executive Board shall provide the approved recommendations to the City of Jacksonville for final review and approval no later than 11:59pm on March 15th of each year. Once approved by the City of Jacksonville, the Executive Board shall provide the final list of approved grant recipients to the City of Jacksonville to be included in their annual budget no later than midnight on March 31st of each year. Distribution of funds will follow the City of Jacksonville's normal budget approval process and will usually be distributed in October of the year the grant application(s) were submitted. Organizations will have one year to prove that the funds from the grant awarded were used accordingly.