



## Veterans Council of Duval County

Jacksonville City Hall  
117 W. Duval St. Suite 175  
Jacksonville, Florida 32202

**“Strength in Unity”**

### Veterans Memorial Arena Trust Fund

#### GRANT PROTOCOL

##### **Veterans Memorial Arena Trust Fund Committee:**

A seven-member Veterans Memorial Arena Trust Fund Committee (VMATFC) shall be elected and in place no later than October of each year. The initial VMATFC will have members elected for staggered terms by eligible VCDC voting organizations. During the initial election process, the two members getting the highest total number of votes will serve for three (3) years and the next two (2) highest number of votes will serve for (2) years, and the next three (3) members will serve for (1) year. After the initial October 2019 election cycle, members will be elected for three-year terms thereafter. The initial chairperson of the VMATFC will be selected by the majority vote of the VMATFC. In the event a member of the committee is unable to perform their duties, an alternate shall be nominated and selected by a majority vote of the Veterans Council of Duval County.

All members of the VMATFC shall be veterans and active members of the Veterans Council of Duval County. Proof of DD214, with service classified as Honorable or General discharge, shall be provided to the Executive Board. The seven members elected by the eligible voting membership shall be entrusted with the authority to make grant recommendations to the Executive Board. If you are sitting on the VMATFC, your organization is not eligible to submit for a grant.

##### **Nominations to the Board:**

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.

Each voting member organization can vote for as many seats as are open (1<sup>st</sup> year all 7 seats are open). Voting will be by concealed paper ballot.

##### **Timeline:**

July----Nominations

August---Introduction of candidates

September--- Voting for candidates

October--- Elected candidates take office

**Removal from the Board:**

If a VMATFC member is not performing their duties and responsibilities as established by the council, a minimum of four (4) 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.

**Voting:**

The VMATFC meetings are open to the public and meeting 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.

The VCDC Chairman or his 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 seven (7) VMATFC members must review and vote on each grants merit.

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.

**Priority of Awards:**

Priority will be based off the VMATFC committee voting and discussions. Grant selections will be placed in priority order by the VMATFC and then submitted to the Executive Board.

**General:**

Annually, at the January VCDC meeting, the voting members shall vote to determine the maximum dollar amount of grant funds to be awarded or an amount to place in reserves not to be utilized for that years grant recommendations. 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.

The VMATFC will present its recommendations to the Executive Board for approval no later than midnight on February 15<sup>th</sup> 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.

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 midnight on March 15<sup>th</sup> 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 31<sup>st</sup> of each year.