



Property and Evidence
Association of
Florida, Inc.

Mail Complete Application to:
PEAF
Attn: Treasurer - Grants
P.O. Box 196291
Winter Springs, FL 32719
Email: treasurer@peaf.us

Grant Fund Application

All items requested through the PEAFF Grant Fund must be specifically utilized within the property room or for the purpose of property room management.

I. Contact Information

Department / Agency Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ County: _____ ZIP: _____

Phone: _____ Fax: _____ Email Address: _____

II. Demographics / Survey

Check all that systems / procedures currently in place at your department:

No. of Sworn: _____

No. of Non-Sworn: _____

No. of Property Room Personnel: _____

Population: _____

- Barcode System
- Standard Operating Procedures
- Packaging Standards Manual
- Access Log
- Regular Destruction Schedule
- Property Room Tour / Training for New Officers

III. Grant Request *(attach additional sheets if necessary)*

Request Title: _____

Description: _____

How it will be used: _____

Amount Requested: _____ Did you receive a quote? _____ If yes, from whom? _____

*****MAXIMUM AMOUNT GRANTED PER AGENCY IS \$500.00*****

**Property and Evidence Association of Florida, Inc.
Grant Fund (GF-01)**

I. Purpose:

The purpose of this order is to establish policies and procedures for applying, receiving, and disbursement of funds distributed and received from PEAFF.

II. Policy:

It is the policy of PEAFF to allow agencies to submit an application that shall be reviewed by members of the Executive Board of PEAFF. The Executive Board will determine if the submitting agency meets established criteria, that will allow the agency to receive funds that must be disbursed to purchase pre-determined equipment, supplies, or other necessities for a working property room.

III. Definitions:

- A. **Agency** – shall mean a municipal police department, county sheriff's department, state police department, or other entity as approved by PEAFF
- B. **Executive Board** – active members of PEAFF that are voted for by PEAFF members to serve on the executive board for an established number of years as established by the PEAFF by-laws
- C. **Vendor** – an active member of PEAFF representing a company who is offering something for sale or a service who is in attendance at the Annual Educational Conference as a paid vendor.
- D. **Funds** – monies disbursed by PEAFF that shall be spent on pre-determined equipment, supplies, or other necessities requested by an agency to be used in the property room.
- E. **Board** – active members of PEAFF that are voted for by PEAFF members to serve as Chapter presidents for PEAFF for an established number of years as established by the PEAFF By-laws.
- F. **Property Room** - a designated room within or outside of the agency that is designed to maintain the integrity, security, and condition of property or evidence until its final disposition.
- G. **Authorized Representative** – shall mean the Chief Executive Officer of an Agency or their representative who supports the application and is committed to implementing the project if funding is received.

IV. Procedure:

It shall be the responsibility of the submitting agency to following all guidelines when submitting an application to receive monies from the Grant Fund.

- A. Eligible Agency - the submitting agency must have at least one active member of PEAFF that is in good standing.
- B. The eligible agency must be able to provide pertinent information on the equipment, supplies, or other products that are requested.
- C. Equipment, supplies, or other products must be used within the property room and not distributed throughout the agency.
- D. Application – attached
- E. Submittal of all applications shall be forwarded to the Executive Board for consideration. The requesting agency may submit up to (3) three requests per calendar year, January 1st through December 31st. A member of the Executive Board or Board will provide all approved applications to the vendors attending the annual educational conference to vote on. The applications presented will not include section I, the contact information, only sections II and III, so the vendors will vote on the request and not the Agency.
- F. Funds will be disbursed to the winner(s) by the PEAFF Treasurer for the purchase. Original receipts must be submitted to the PEAFF Treasurer within thirty (30) days of purchase. Any funds disbursed by PEAFF shall only be spent on requested supplies, equipment or other products listed on the approved application. If the monies are not spent within sixty (60) days the money shall be forfeited back to PEAFF. Any funds not spent exceeding fifty (50) dollars will be sent back to the Treasurer for deposit back into the PEAFF Grant Fund. All disbursed money shall be accounted for no later than ninety (90) days after disbursement from the PEAFF Treasurer.

V. Summary: Property and Evidence Association of Florida, Inc. has established a Grant Fund to help agencies purchase equipment, supplies, or other products that shall be used within a property room to help the agency store property or evidence until its final disposition. Requesting agencies shall have at least (1) one active member at time of request. It shall be the final decision of the Executive Board to approve or deny an application. Appeals for denied applications shall be made to the PEAFF President within (30) thirty days of denial.

By signing below, I am stating that I understand the requirements for grant funding as well as what is eligible for funding through PEAFF. I understand that the maximum amount granted per agency is \$500.00. I understand that I will be notified by written correspondence of either my approval or denial of the grant application.

Person Completing Application:

Name

Signature

Authorized Representative:

Name

Signature