Member Individual Allotment Program

Approved and Effective October 4, 2017
Member Individual Allotment Program

The Individual Allotment (IA) Program’s purpose is to improve the quality of life of New England PVA’s members by assisting in the expansion of both the quality and quantity of opportunities in sports, recreation, events and entertainment, especially those activities which enhance lifetime health and fitness, both physical and mental.

IA Funding Availability

The Chapter annually budgets for IA requests based on its fiscal funds available. The amount budgeted may vary from year-to-year based on these funds and its availability is not guaranteed. The budgeted amount is drawn down against on a first-come-first-served basis by BOD approved Individual Funding Requests. Once these funds have been depleted, no more Individual Funding Requests will be accepted for the current Fiscal year.

IA Funding Amount(s)

The maximum total amount allowable per individual per fiscal year is $500. This amount may be drawn against cumulatively, as separate funding requests submitted throughout the year, or entirely through a single funding request. An individual may not request funding above the maximum amount allowable for the fiscal year.

IA Program Minimum Eligibility Participation Requirements

1. Must be a New England Chapter member in Good Standing;
2. Must receive Annual SCI/D physical at the West Roxbury, MA, VAMC SCI/D Hub;
3. Must not have any outstanding receipts, funds, materials or equipment due to the Chapter at the time of request.

IA Request Submission Procedure

All (IA) requests shall be submitted in writing a minimum of 30 days prior to the event, function or trip requested for use. The Request should be as detailed as possible, with regard to the activity and intended use of the requested funds. Requests may be either a written letter of request mailed to the Chapter office at 1208 VFW Parkway, Suite 301, West Roxbury, MA 02132, Attention: Individual Allotment Request or emailed to info@newenglandpva.org, with “Individual Allotment Request” in the subject line.

IA requests received after the event, function or trip has occurred will not be accepted or considered for reimbursement.

IA Eligibility Review

Requests will be reviewed by Chapter administration to determine if the applicant is eligible for IA and what level of funding is available to the applicant at the time of request. Those applicants meeting the IA eligibility requirements, with funds available, will have their IA request forwarded to the BOD for review.
IA Funding Approval Process
All IA requests received by the BOD will be individually reviewed and discussed by the BOD for approval consideration. The BOD has sole discretion and authority to approve, deny or modify any IA request, in whole or in part, for any reason they determine to do so.

Receipt of IA Funding
IA Funding is based on the reimbursement of an individual’s expenses as detailed in their IA Funding Request. Actual reimbursement(s) will only be provided for expenses submitted with a corresponding receipt. Reimbursement(s) will not exceed the amount initially requested in the Funding Request or the amount approved by the BOD, if the BOD approved an amount less than the initial amount requested.

Under no circumstance will any IA funds be distributed or release to an individual in advance of receiving the required expense receipts or required Newsletter article.

Required Newsletter Article
In addition to submitting the required receipts for reimbursement, the IA recipient is also required to compose and submit a minimum 500-word article, with pictures, about the event or activity the IA funding was use for. This article will be provided to the CordWord Editor for publishing consideration.

IA Room Usage for Sports Clinics
As long as funding is available, the Chapter will continue to cover the expense of one half the room rate for members participating in the New England Winter Sports Clinic, New England Summer Sports Clinic, and the National Veterans Wheelchair Games. Since the Chapter is covering the participant’s portion of the room cost, participants may not request IA funding for the purpose of applying it to the other half of the room cost.