



# Property and Evidence Association of Florida, Inc.

**Mail Completed Application to:**

Property & Evidence Association of Florida, Inc.

Attn: Grant Fund Application

115 75<sup>th</sup> Street West #14839

Bradenton, Florida 34209

**Or Email:** treasurer@peaf.us

## Grant Fund Application

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

### I. Contact Information

Department / Agency Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

### II. Demographics / Survey

Number of sworn: \_\_\_\_\_

Number of non-sworn: \_\_\_\_\_

Number of Property Personnel: \_\_\_\_\_

Population: \_\_\_\_\_

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

☐ Barcode System

☐ Standard Operating Procedures

☐ Packaging Standards Manual

☐ Access Log

☐ Regular Destruction Schedule

☐ Property Room Tour / Training for New Officers



## Property and Evidence Association of Florida, Inc.

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

Request/Project Title: \_\_\_\_\_

Description of request/project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How it will be utilized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

## 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 PEAf.

### II. Policy:

It is the policy of PEAf to allow agencies to submit an application that shall be reviewed by a Grant Fund Board which is established by the officers and board of PEAf. The Grant Fund 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 PEAf

B. **Board of Directors** – active members of PEAf that are voted for by PEAf members to serve on the board of directors for an established number of years as established by the PEAf constitution.

C. **Grant Fund Board** – active members of PEAf selected to service along with an officer and board member of PEAf to review and determine applications for funds and determine if the submitting agency meets all established criteria to receive funds.

D. **Funds** – monies disbursed by PEAf that shall be spent on pre-determined equipment, supplies, or other necessities requested by an agency to be used in the property room.

E. **Officers** – active members of PEAf that are voted for by PEAf members to serve as officers for PEAf for an established number of years as established by the PEAf constitution.

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 PEAf 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 Grant Board for consideration. The requesting agency may submit up to (3) three requests per calendar year, January 1st through December 31st. The Grant Board shall approve or deny the request. Approved applications shall be forwarded to the PEAf Treasurer for disbursement of funds. Denied requests shall be sent back to the submitting agency with an explanation of why the request was denied. Denied applications may be appealed to the PEAf President within (30) thirty days of the denial date.
- F. Funds will be disbursed by the PEAf Treasurer for the purchase of all approved applications. Original receipts must be submitted to the PEAf Treasurer within thirty (30) days of purchase. Any funds disbursed by PEAf 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 PEAf. Any funds not spent exceeding fifty (50) dollars will be sent back to the Treasurer for deposit back into the PEAf Grant Fund. All disbursed money shall be accounted for no later than ninety (90) days after disbursement from the PEAf 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 Grant Board to approve or deny an application. Appeals for denied applications shall be made to the PEAf 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 PEAf. 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