

**VFW DEPARTMENT OF CALIFORNIA FOUNDATION
COVID POST RELIEF FUND PROCESS**

August 25, 2020

The following process shall be adhered to when a Post is requesting to apply for a COVID Post Relief (CPR) Fund Grant / Loan.

1. The Post shall contact its respective District Commander requesting to apply for a CPR Fund Grant / Loan.
2. The District Commander **shall** make an appointment within **seven (7) days** of being contacted to complete the application with the Post.
3. The District Commander, District Inspector (optional), and Post leadership shall review the relevant Post documents and complete the CPR application.
4. The District Commander shall submit the completed, signed CPR application to the State Adjutant / Foundation Secretary.
5. The Foundation Secretary shall schedule a Foundation Board review of submitted applications as soon as practical.
6. The Foundation Board may require clarification or additional information in order to make a final determination.
7. The Foundation Secretary shall inform the District and Post Commanders of the Foundation Board review.
8. There is no appeal process for final determinations made by the Foundation Board.