

APPLICATION PROCESS FOR A MN P.E.O. HOME FUND GRANT

REQUEST

A request for an application is made to the Chairman of the Home Fund. This may be by phone, email (peo.home.fund@gmail.com) or paper mail. The Chairman's name, address, email and phone number are printed in chapter program books and are also on the directory page of the Minnesota P.E.O. website. Requests may be made by a member of P.E.O. or by anyone who knows the applicant and the family situation. When making the request, provide the name, email, address and phone number of the applicant to the Chairman.

It is often helpful to talk with a Trustee or the Chairman about a particular situation to consider what assistance the Home Fund might be able to provide.

The Chairman emails/mails an application to either the person making the request or to the potential applicant. A cover letter asks for a letter of recommendation and notes the date of the next Board meeting.

Both the letter of recommendation and the completed application are sent to the Chairman, preferably at least one week before the next scheduled meeting. The application and the letter of recommendation may be sent together or separately.

BOARD REVIEW AND DECISION

Trustees receive copies of the applications prior to the Board meeting so they can consider thoughtfully the requests. Decisions are based on the whether the request is consistent with the purpose of the Home Fund and the availability of funds. The Home Fund Bylaws state that the purpose of the Minnesota P.E.O. Home Fund is "to make charitable grants to members and non-members of the Minnesota State Chapter P.E.O. Sisterhood who lack adequate financial means to provide for themselves without distress, particularly for those persons who are aged or infirm". The Board interprets this broadly, providing for a wide variety of needs: from groceries, rent support and childcare support, to adaptive technology and small-sized accessibility changes in the home.

The Board meets quarterly and the schedule for the year is usually set in the May/June meeting, with changes made for travel and weather. The meeting months vary based on the state convention and holidays. At each meeting the date and location for the next meeting are confirmed.

NOTIFICATION

Within two weeks of the Board meeting, the Administrator notifies the applicant if a grant is approved and arranges payment. If a grant is not approved, the Chairman notifies the applicant.

The applicant may choose to notify the person who made the referral but the Home Fund does not do so, respecting the confidentiality of the applicant.