

Veterans Academic Resource Center

EMERGENCY GRANT CRITERIA & APPLICATION

EMERGENCY GRANT PROGRAM OBJECTIVE: To provide immediate emergency relief assistance to currently enrolled UCF student veterans who have exhausted all other means of acquiring funds. Emergency grants are available on one-time basis for relief aid and will be considered for situations evidenced by an urgent need for water, food, clothing, rent, or transportation needs. Emergency grants are not eligible for tuition, fees, alcohol, tobacco, books, parking fines, library fines, etc..

APPLICATION AND CRITERIA REQUIREMENTS: Emergency grants are available to help currently enrolled UCF student veterans who have exhausted all other means of acquiring funds. The student veteran must submit the request for an Emergency grant and provide specific details on the costs of the emergency. It is recommended that requests be submitted in person.

Emergency grant funds are limited to the purchase of water, food, clothing, rent, or transportation needs. Emergency grants are not eligible for tuition, fees, alcohol, tobacco, books, parking fines, library fines, etc. A decision on Emergency grant funds will be made within 24 to 48 hours of the submission of an application.

EMERGENCY GRANTS CRITERIA:

1. An Emergency grant recipient shall be obligated, as soon as reasonably possible, to supply all application information required as a condition of acceptance of an Emergency Grant.
2. The VARC shall not be a primary relief agency nor shall it seek to duplicate the work of such agencies in their efforts to meet immediate emergency needs, nor attempt to assume responsibilities of governments, insurance carriers or private efforts.
3. Emergency grant recipients are obligated to use grant funds for the original purpose intended within 48 hours of receipt of the grant, unless given an extension by VARC Emergency Fund committee. The grant must be used within this time period, immediately after which the student veteran receiving the grant shall send VARC any unused funds and a detailed grant report of how the funds were expended, along with appropriate receipts and supporting documentation. Outstanding final reports may result in a registration hold being placed on the student vet's record.

EMERGENCY DETAILS: On the reverse page, the student veteran applying for the grant should answer the following questions in detail. It is important that as much information as possible is provided about the emergency need. A delay in providing this information will delay processing of the emergency grant request.

VARC EMERGENCY GRANT APPLICATION:

Student Name: _____ UCF ID # _____

Knights email: _____ Phone # _____

1. What is the emergency need?

Food Clothing Rent Transportation need Toiletry need

Other _____

2. What steps have you taken to address this emergency?

3. How long has this been an issue?

4. What are the specific cost(s) of the emergency?

5. To what business will you be giving the emergency funds?

When all information is received from the student veteran, and if it meets the Emergency grant criteria, the request will be presented to the VARC Emergency Fund committee for consideration. Emergency grants are issued upon the approval of the committee within the guidelines of the Emergency grant criteria. While repayment is not required, students must agree to meet with VARC staff member, and attend an appropriate workshop as agreed upon by student and staff member.

This is to certify that I have reviewed the VARC Emergency Fund Criteria. I will do everything in my power to assure proper and efficient administration of the Emergency grant funds for the original purpose intended. I will submit within 48 hours of receipt of the grant any unused funds and a detailed grant report of how the funds were expended, along with appropriate receipts and supporting documentation.

Student signature

Date

VARC Emergency Fund committee member signature

Date