

U.S. Coast Guard Auxiliary
Standard Operating Procedure (SOP)
Grant Vetting Award Process

Effective Date: September 4, 2025

Approved By: Dale Fajardo, Coast Guard Auxiliary Association



I. Purpose

This Standard Operating Procedure (SOP) establishes the process by which U.S. Coast Guard Auxiliary Districts, Divisions, Flotillas, and Directorates may apply for and report on the use of grant funds for recruitment and retention purposes. The maximum allowable grant request is no more than \$25,000 per unit. This SOP ensures transparency, accountability, and alignment with the mission of the Auxiliary.

II. Scope

This SOP applies to all Coast Guard Auxiliary Districts, Divisions, Flotillas, and Directorates seeking grant funds for projects that support recruitment and retention related initiatives and programs.

III. Grant Overview

- **Maximum Grant Amount:** No more than \$25,000 per District, Division, Flotilla, or Directorates. Funding Tiers and Limits:
 - Tier 1 Up to \$5,000 Local initiatives
 - Tier 2 \$5,001-\$15,000 Regional initiatives
 - Tier 3 Up to \$25,000 Multi-Unit Collaborations/National initiatives

**Please note grants may be based on the number of members in a region and that the cap for any one particular area is no more than \$25,000.*

- **Eligible Units:** All formally recognized Coast Guard Auxiliary Districts, Divisions, Flotillas, and Directorates.
- **Application Deadlines:** Grant applications can be accepted year-round.
- **Use of Funds:** Must directly support the Coast Guard Auxiliary's missions of recruitment and retention.

IV. Grant Instruction Distribution

The Grant Vetting Committee or designee will provide the **Grant Application Packet** via the U.S. Coast Guard Auxiliary and/or the U.S. Coast Guard Association websites. The packet will include:

- Grant Application Form (online form: <https://www.cgauxa.org/recruitment-grant.html>)
- Budget Template (page 2 of the online form)
- Evaluation Criteria

V. Application Requirements

Each grant application **must include** the following components:

1. **Cover Letter:** A brief introduction to the proposed project, signed by the District, Division, Flotilla, or Directorate Director submitting the proposal.
2. **Project Description:**
 - Objective(s)
 - Expected impact
 - Timeline
 - Target audience or participants
3. **Detailed Budget:**
 - Breakdown of costs using the web form provided
 - Explanation of how each item supports the project goals
4. **Performance Metrics:**
 - Quantifiable goals (e.g., number of people reached, events held, materials distributed)
5. **Point of Contact:** Name, phone, and email address for the primary project coordinator.

Applications must be submitted electronically to the Grant Vetting Committee and will be reviewed during the next stated committee meeting.

Any grants that have marketing materials (*print materials, videos, etc.*) must be approved by the A-Directorate before being used to meet with the national marketing and branding guidelines.

VI. Review and Award Process

- The Grant Vetting Committee, appointed by the National Commodore, will evaluate submissions based on impact, feasibility, alignment with Auxiliary goals, and proper budgeting.
- Notifications of grant award status will be sent within **45 days** of the application deadline.
- Funds will be disbursed upon approval and completion of any required compliance documentation. Submitted receipts will be required for disbursement.
- There will be a point scoring system for reviewing the application with total awardable points of 100. For the application to be approved by the Grant Vetting Committee, an application will need to receive 80 points.

VII. Follow-Up and Reporting Requirements

All grant recipients must submit a **Post-Project Report (PPR)** within **180 days of project completion** (Although extensions may be granted on a case-by-case basis).

The PPR must include:

1. **Narrative Summary:**
 - Activities completed
 - Successes and challenges
 - Lessons learned
2. **Outcome Metrics:**
 - Comparison of projected vs. actual outcomes
 - Supporting data or testimonials
3. **Financial Report:**
 - Final expenditure report using BT-1
 - Copies of all receipts for purchases
4. **Media and Documentation:**
 - Photos, promotional materials, or news coverage (if applicable)

Failure to submit the PPR will result in **ineligibility for future grant funding** for a period of **two years**.

VIII. Amendments and Revisions

This SOP is subject to review and amendment by the Coast Guard Auxiliary Association Board of Directors annually or as necessary to improve clarity, efficiency, or compliance.

IX. Points of Contact

For questions regarding this SOP or the grant process, contact:

Email: recruitment.grant@cgauxa.org