



MAINE ASSOCIATION FOR SEARCH AND RESCUE

14 Crossing Way Suite 3

#1001

Augusta, ME 04330

President – Kylie Coons

Vice President – Mathew Lint

Secretary/Treasurer – Eric Sawyer

MASAR Grants to Certified Units Procedure

I. Purpose:

- A. This procedure, developed by the Board of Directors of the Maine Association for Search and Rescue (MASAR), establishes guidelines for offering grants to MASAR certified units. The origin of grant funds is a combination of donations and MASAR funds.

II. Procedure:

- A. Any MASAR certified unit can request funds for projects or items that are needed for team operations.
- B. A written request should be submitted via the [Grants to units form](#) on the MASAR website.
 1. A cost-sharing split of 80/20 should be considered. (80% MASAR funds 20% team funds) *For example, if a purchase is \$1,000, the unit should be prepared to pay \$200 and submit a request for \$800 from MASAR.*
- C. As a general rule, approved grants will be addressed on a reimbursement basis, meaning that the team should plan to expend all funds related to the project or item and reimbursement will be made by MASAR in the form of a check following proof of purchase/payment.
 1. If a unit does not have the needed funds, they are still encouraged to request grant funds and such requests will be considered and addressed on a case-by-case basis.
- D. The deadline for submissions is May 31 annually.
- E. After May 31, the MASAR board will review all submissions and available funds and make the determination of award(s).
 1. The MASAR board may follow-up with the unit if there are additional items of consideration or clarification needed.
- F. If the request is approved either in full or in part, the MASAR Secretary will notify the unit in writing.
- G. If the request is not approved, the MASAR Secretary will notify the unit and provide background on the determination.
- H. Annual (calendar year) program limit: \$3,000. Program may be terminated or extended at any time at the discretion of the MASAR Board.