**MISSOURI FIRE FIGHTERS**
CRITICAL ILLNESS POOL

## Peer Support Team Grant Application Process

### Peer Support Team

➢ Develops a plan for event/expenditures
➢ Completes Peer Support Team Grant application
➢ Submits plan and Peer Support Team Grant application to the appropriate Regional Coordinator

### Regional Coordinator

➢ Approves plan and Peer Support Team Grant application
- Notifies Peer Support Team
- Sends approved Peer Support Team Grant application to Program Manager for budget planning
➢ Denies Plan
- Notifies Team with decision, justification or request for additional information

### Peer Support Team

➢ Conducts event/expenditures as approved by Regional Coordinator
➢ Submits Peer Support Team Reimbursement Voucher with all supporting documentation and payee information including W-9(s) to Program Manager

### Program Manager

➢ Approves Peer Support Team Reimbursement Voucher and supporting documentation
- Emails Regional Coordinator-approved Peer Support Team Grant Application and Reimbursement Voucher to the Board for approval
- Following Board approval, submits approved Peer Support Team Grant Application and Reimbursement Voucher along with supporting documentation to Accounting for Peer Support Team reimbursement
- Notifies Regional Coordinator of Expense payment
- Updates regional budget
➢ Denies Reimbursement
  o Reviews with the Team for additional necessary documentation or justification