

NAMMA
MONEYGRAM POLICIES AND PROCEDURES
2010

The Board of Directors has received a \$20,000 grant from the MoneyGram Global Company. Listed as a grant for “Communication Help”, the grant submission indicated that the funds be used for the following purposes:

- “To assist centers who are still using dial-up internet connections to become more up-to-date.”
- “To assist chaplains and other ship visitors in obtaining cell phones.”
- “To assist centers to purchase and update computers for seafarers use”, and
- “To assist centers to purchase wireless internet use for seafarers”.

MoneyGram considers “the funding for your overall communications program – whatever technology best meets your needs.”

To ensure the grant is used according to the donors’ approval, the following guidelines are in effect for the distribution of funds.

1. Funds will be given on a reimbursement basis only to NAMMA member agencies, to a maximum request of **\$750**. **Reimbursement will be given only on proof of expenditures that includes receipts.** Should member agencies not request the full funding by October 30, 2010, non-member agencies may receive funds based on their date of request. Non-members will not receive reimbursement prior to this date.
2. Reimbursement will be to cover costs for securing equipment, and the first 6 months of service for internet access. After the first 6 months it is expected the agency will secure other funding.
3. This grant is for the costs of NEW or upgraded service. Requests should substantiate this.
4. The grant also covers cell phones purchased to facilitate seafarers’ use of phone cards while onboard vessels. Priority is to be given for detained crew. A copy of policies and/or directions to seafarers should be included in request for funding.
5. Reimbursement will be given on a first-come-first-serve basis pending approval of requested documentation. Funding will continue until such time as the \$20,000 grant is depleted or October 30, 2010.
6. Following receipt of the funds, and prior to October 30, 2010 the agency will forward pictures, stories and a report of how fund were used. This is crucial for the preparation of future grants by NAMMA.

Approved by Board of Directors (with subsequent grammatical changes),

DATE: January 20, 2010