



**Texas Association  
Property & Evidence  
Inventory Technicians**

**Grant Fund Application**

**Mail Complete Application to:**  
T.A.P.E.I.T. c/o Gayla Robison  
Burleson Police Department  
225 W Renfro St.  
Burleson, Texas 76028  
817-295-7146 Ext. 356  
Fax 817-447-0332  
Email: grobison@burlesontx.com

All items requested through the TAPEIT Grant Fund must be specifically utilized within the property room or for the purpose of property room management.

**I. Contact Information**

Department / Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alternate: \_\_\_\_\_

**II. Demographics / Survey**

No. of Sworn: \_\_\_\_\_

No. of Non-Sworn: \_\_\_\_\_

No. of Property Room Personnel: \_\_\_\_\_

Population: \_\_\_\_\_

Check all that systems / procedures currently in place at your department:

- Barcode System
- Standard Operating Procedures
- Packaging Standards Manual
- Access Log
- Regular Destruction Schedule
- Property Room Tour / Training for New Officers

**III. Grant Request *(attach additional sheets if necessary)***

1. Request Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How it will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_ Did you receive a quote? \_\_\_\_\_ If yes, from whom? \_\_\_\_\_

2. Request Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How it will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_ Did you receive a quote? \_\_\_\_\_ If yes, from whom? \_\_\_\_\_

# Texas Association Property & Evidence Inventory Technicians Grant Fund (GF-01)

- I. **Purpose:**  
The purpose of this order is to establish policies and procedures for applying, receiving, and disbursement of funds distributed and received from TAPEIT.
- II. **Policy:**  
It is the policy of TAPEIT to allow agencies to submit an application that shall be reviewed by a Grant Fund Board which is established by the officers and board of TAPEIT. The Grant Fund Board will determine if the submitting agency meets established criteria, that will allow the agency to receive funds that must be disbursed to purchase pre determined equipment, supplies, or other necessities for a working property room.
- III. **Definitions:**
  - 1. **Agency** – shall mean a municipal police department, county sheriff's department, state police department, or other entity as approved by TAPEIT
  - 2. **Board of Directors** – active members of TAPEIT that are voted for by TAPEIT members to serve on the board of directors for an established number of years as established by the TAPEIT constitution.
  - 3. **Grant Fund Board** – active members of TAPEIT selected to service along with an officer and board member of TAPEIT to review and determine applications for funds and determine if the submitting agency meets all established criteria to receive funds.
  - 4. **Funds** – monies disbursed by TAPEIT that shall be spent on pre-determined equipment, supplies, or other necessities requested by an agency to be used in the property room.
  - 5. **Officers** – active members of TAPEIT that are voted for by TAPEIT members to serve as officers for TAPEIT for an established number of years as established by the TAPEIT constitution.
  - 6. **Property Room** - a designated room within or outside of the agency that is designed to maintain the integrity, security, and condition of property or evidence until its final disposition.
- IV. **Procedure:**  
It shall be the responsibility of the submitting agency to following all guidelines when submitting an application to receive monies from the Grant Fund.
  - A. Eligible Agency - the submitting agency must have at least one active member of TAPEIT that is in good standing.
  - B. The eligible agency must be able to provide pertinent information on the equipment, supplies, or other products that are requested.
  - C. Equipment, supplies, or other products must be used within the property room and not distributed throughout the agency.
  - D. Application – attached
  - E. Submittal of all applications shall be forwarded to the Grant Board for consideration. The Grant Board shall approve or deny the request. Approved applications shall be forwarded to the TAPEIT Treasurer for disbursement of funds. Denied requests shall be sent back to the submitting agency with an explanation of why the request was denied. Denied applications may be appealed to the TAPEIT President within (30) thirty days of the denial date. The requesting agency may submit up to (3) three request per calendar year, January 1st through December 31st.
  - F. Funds will be disbursed by the TAPEIT Treasure for the purchase of all approved applications. Original receipts must be submitted to the TAPEIT treasurer with in thirty (30) days of purchase. Any funds disbursed by TAPEIT shall only be spent on requested supplies, equipment or other products listed on the approved application. If the monies are not spent within sixty (60) days the money shall be forfeited back to TAPEIT. Any funds not spent exceeding fifty (50) dollars will be sent back to the Treasurer for deposit back into the TAPEIT Grant Fund. All disbursed money shall be accounted for no later than ninety (90) days after disbursement from the TAPEIT treasurer.
- V. **Summary:**  
Texas Association of Property, Evidence, Technicians has established a Grant Fund to help agencies purchase equipment, supplies, or other products that shall be used within a property room to help the agency store property or evidence until its final disposition. Requesting agencies shall have at least (1) one active member at time of request. It shall be the final decision of the Grant Board to approve or deny an application. Appeals for denied applications shall be made to the TAPEIT President within (30) thirty days of denial.

**By signing below, I am stating that I understand the requirements for grant funding as well as what is eligible for funding through TAPEIT. I understand that I will be notified by written correspondence of either my approval or denial of the grant application.**

Person Completing Application:

Authorized Representative:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature