

LAW ENFORCEMENT GRANT PROGRAM

LAW ENFORCEMENT AGENCIES COMBATING CARGO THEFT









INTRODUCTION

Purpose of the Grant Program

To support law enforcement agencies through education and training, thereby enhancing their ability to prevent and reduce cargo theft.

Mission Alignment

TAPA's mission is to minimize cargo losses from the supply chain. TAPA achieves this through the development and application of global security standards, recognized industry best practices, technology, education, benchmarking, regulatory and law enforcement collaboration, and the proactive identification of crime trends and supply chain security threats.

Key to TAPA's mission is the critical work done by law enforcement agencies and active law enforcement personnel. The TAPA LE Grants will help fund professional training and education for these groups that would otherwise be cost prohibitive.

ELIGIBILITY

Criteria:

Detailed criteria for law enforcement agency applicants, including the necessity for alignment with the program's objectives.

- Active Law Enforcement Personnel
- Law Enforcement Agencies
- Departments & divisions that investigate, analyze, and conduct training in the area of cargo theft and cargo incidents.

Application Requirements:

Specifications on the required contents of applications, including detailed project proposals, budgets, and intended outcomes.

The application form will include the following information:

- Name of the conference, training event, and/or purpose of funding request.
- A detailed description of the training, conference, or event.
- Explain the audience of the event and the targeted attendees.

- Provide the intended outcome of the event, learning objectives, and educational objectives.
- Explain how the grant will advance TAPA's mission
- Provide an estimate of total funding needs.
- Indicate whether the applicant has applied for grant funding from TAPA before.

Selection Criteria:

Clear, objective criteria for evaluating applications, including potential impact, feasibility, and alignment with TAPA Americas' mission.

Application Review Process Summary:

Step-by-step process for reviewing applications, including timelines, committee deliberations, and applicant notification.

- **Step 1:** Applicant will submit the LE Grant Application to the TAPA Executive Director at least 60-days prior to the date the funds will be required.
- Step 2: Submission will be sent to the Law Enforcement
 Committee for first-level review of the application. The LE
 Committee shall evaluate the application to ensure that it
 is complete and determine whether to recommend
 approval to the Grant Oversight Committee.If an
 application is not recommended for approval, the LE
 Committee will explain in writing why that determination
 was made.
- **Step 3:** Upon written recommendation of approval of the LE Committee, the application is sent to the Grant Oversight Committee for their review and written approval or denial. The Grant Oversight Committee will submit in writing, their determination to the LE Committee.
- Step 4: The Executive Director & LE Committee Lead will
 notify the applicant of the final determination in writing. If
 an application is denied, the notice of determination will
 include the reasons why it was denied as provided by the
 applicable committee.



GRANT DISBURSEMENT AND USE

Disbursement Schedule: Schedule and procedures for grant fund disbursement, including any conditions or milestones, are required before funds are released.

Use of Funds: Clear guidelines on acceptable uses of grant funds, focusing on education and training, for preventing and investigating cargo theft.

Appendix A and Appendix C must be submitted with the Grant Application for review by the Oversight Committee.

Financial Reporting: Requirements for grantees to report on the use of funds, including detailed financial statements and receipts.

- Travel Request Form Appendix A
- Post Event Program Evaluation Form Appendix
 B
- Check Request Form Appendix C
- LE Committee Lead to provide monthly summary to board of Directors.
- TAPA Quarterly Financial Review will include funding updates.

EVALUATION and REPORTING

Evaluation of Outcomes:

Methodology for evaluating the impact of the grant on cargo theft prevention and investigation, including metrics for success. "Post Event Program Evaluation Form" (Appendix B)

Reporting:

Requirements for grant recipients to provide reports on training and education outcomes, challenges, and lessons learned. "Post Event Program Evaluation Form" (Appendix B)



Grant Application

The purpose of TAPA Americas' Law Enforcement Grant Program is to support law enforcement agencies through education and training, thereby enhancing their ability to prevent and reduce cargo theft. Please complete this form and return it to the TAPA Americas Executive Director no later than 60 days prior to the event.

Applicant Information	
Name:	
Organization/Company:	
Business Address:	
Email Address:	
Business Phone	
Cell Phone:	
Grant Purpose	
Name of the conference, training event, and/or purpose of funding request:	
Detailed description of the training, conference, event:	

Applicant Information	
Explain the audience of the event and the targeted attendees:	
Explain how the grant will advance TAPA's mission:	
Explain anticipated measurable outcomes, objectives, or results:	
Provide an estimate of total funding needs:	
Cell Phone:	
Grant Purpose	
Name of the conference, training event, and/or purpose of funding request:	
Detailed description of the training, conference, event:	
Have you applied for grant funding from TAPA before?	

Allocation of Funds					
Payee (please include w-9):					
Mailing Address:					
Contact Person for event:					
By signing below, I agree that I have reviewed and agree to the policies and procedures set forth in the TAPA Americas LE Grant Program.					
Signature:	Date:				

Return this form to TAPA Americas, Attn: Cindy Rosen, crosen@tapaonline.org, OR 1353 Riverstone Pkwy Ste 120-320, Canton, GA 30114

Travel Request Form

Name of Event:
Location of Event:
Submitted by:
Reason/Justification for Travel:
Provide a description of the Conference, Convention, and Trade Show and brief explanation of ho this conference relates to our association.
What measurable outcomes, objectives, or results do you anticipate?
Will you be presenting at this conference? If so, what type of presentation? If so, what is the lengtl of the presentation?
Reimbursable items include: • Airfare and surface transportation including mileage, parking, and tolls
Estimated Expense:
• Car rentals (compact/midsize; full-size when three or more TAPA members travel together)
Estimated Expense:
Hotel Estimated Expense:
Meals Estimated Expense:

Travel Policy

Statement of Purpose and Responsibilities

This document establishes policies governing the reimbursement of travel, entertainment, and other business expenses incurred during the conduct of the Organization's business. It is the Organization's policy to reimburse board-approved travelers for ordinary, necessary, and reasonable expenses when directly related to the transaction of Organization business.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Organization. The board-approved traveler must be actively engaged in a business meeting or activity of which there is a clear business purpose.

Board-approved travelers are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are not in compliance with this policy requires prior written approval of the Organization's Treasurer.

Organization board-approved travelers are responsible for complying with this policy. Board-approved travelers submitting expenses that are not in compliance with this policy risk delayed or forfeited reimbursement.

Documentation

Travel requests must be submitted in writing and include the purpose of the trip and estimates for the cost of the travel. Travel expenses such as airfare, hotel, meals, car rentals and other incidentals must be included in the request. All travelers must submit a "TAPA Travel Request Form" to the Treasurer with a copy to the Executive Director prior to approval.

Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement request form. Each expense shall be separately identified. Forms shall be dated and signed by the board-approved traveler.

Scanned copies of original receipts are required for all expenses submitted for reimbursement. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Treasurer.

The Organization complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- 1. The amount of expenditure.
- 2. The time and place of the expenditure.
- 3. The business purpose of the expenditure.
- 4. The names and business relationships of individuals other than the board-approved traveler for whom the expenditures were incurred.

Requests for reimbursement lacking complete information will be returned to the requesting board-approved traveler.

Reimbursement requests shall be promptly submitted and in no event more than thirty (30) days after the expense. Reimbursement requests more than thirty (30) days old may be rejected.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the Chair and Treasurer for review and signature approval. The Treasurer may approve expense reimbursement in the absence of the Chair.

The Chair and Treasurer approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this policy. The expense report must filled-out accurately, include the required documentation, and the expenses are reasonable and necessary.

Reimbursable Expenses

The following are reimbursable expenses, as long as they comply with the applicable provisions of this policy, and are for business purposes:

- Hotel charges and related tips
- · Airfare, train fare, bus fare, taxicabs, and related tips
- Travel insurance
- Baggage fee for one checked bag
- Meals, including tips between 15 and 20%
- Charges for internet connectivity at the hotel or motel
- Car rental expenses
- Personal mileage, if using own vehicle Toll and parking charges
- Conference and convention fees
- Other reasonable and necessary business expenses, not specifically excluded by this section

The following expenses are not reimbursable:

- Airline club dues
- First-class airfare
- In-flight movies/refreshments
- Hotel room movies and other forms of personal entertainment
- Traffic fines
- Tips more than 20% and/or tips in addition to pre-applied gratuity
- Reimbursement for personal miles more than the cost of airfare to the same destination

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each board-approved traveler must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this policy.

Air Travel

All board-approved travelers are expected to travel coach class and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully refundable fare. Personal frequent flyer credits may be used to upgrade travel class. However, no reimbursement will be paid on behalf of the board-approved traveler for the business use of frequent flyer credits.

The cost of canceling and/or rebooking of flights is not reimbursable unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). Air travel insurance is a reimbursable expense. Board-approved travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Frequent Flyer/Frequent Guest Programs: Travelers may retain such program awards and benefits. Participation in these programs must not influence flight or lodging selections in any manner that would result in increased costs to TAPA Americas.

Lodging

Prudent judgment should be used when selecting a hotel. The general guideline is that hotel rates should not exceed \$250 per night, unless previously approved by the Treasurer.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.

The Organization will not reimburse a board-approved traveler for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between a board-approved traveler and his/her spouse or partner for purposes of this policy.

Rental Cars

Travelers should use a car rental agency and rent midsize or smaller vehicles whenever possible. Full-size vehicles are allowed only when being shared by 3 or more TAPA representatives. Cars should be shared whenever possible. All cars must be refueled before returning to avoid fuel surcharges. No fuel charges from the rental company may be expensed. Vehicles will be charged to the board-approved traveler renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.

Board-approved travelers are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Board-approved travelers driving rental cars for business purposes will need to purchase liability coverage from the rental company or utilize their personal insurance policy. The Organization will not assume liability.

Use of own or company car:Mileage for use of one's own car may be claimed as per the current IRS Federal Standard Mileage Rates. The current rate for 2025 is 70.0 cents/mile http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates. Use of a company car where fuel is included as a benefit or expensed internally will not be reimbursed by TAPA. When reimbursement for mileage is requested, a Mapquest.com map should be included to document mileage.

Rail Travel: Rail travel can be used when it is more cost effective than air travel.

Personal Vehicles

Board-approved travelers utilizing personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Miles submitted for reimbursement should be net of any normal commuting miles. A copy of the route via MapQuest must accompany the mileage reimbursements.

Primary insurance for board-approved travelers who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the board-approved traveler. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Meals

Reimbursement for meals will be made for each day of the association's business. Expenses for meals shall be reasonable and guided by the traveler's fiduciary responsibility to the association as a non-profit entity. When entertaining board members, members, or prospective members, reasonable due care should be considered. As a non-profit association, it is the responsibility of the leadership to demonstrate good judgement as a steward of the organization's assets.

Reimbursement Policy

All requests for reimbursement for travel and out-of-pocket expenses must be accompanied by detailed documentation to meet the requirements of the taxing authorities with respect to recognition of business-related travel expenses for corporate tax purposes.

Requests for payments must include the original receipt, original payment request, a W-9 if applicable, and include the Budget Line Item for the payment.

Request payment from Chairman and/or Treasurer with W-9 if Applicable*

*An IRS Form W-9 is required with all requests for payments that are not reimbursements. Payments will not be made without a valid W-9. If you need a blank w-9, you may obtain one either contacting the TAPA Americas headquarters at crosen@tapaonline.org or visiting www.irs.gov. When in doubt, provide a W-9.

Companions / Spouses: Expenses incurred on behalf of a spouse or companion are not reimbursable. When traveling with a companion, the traveler should expense their meals as a separate transaction / receipt than the companion.

Cancellations: TAPA Americas understand that circumstances may arise where a traveler is forced to cancel travel (i.e., due to members' company priorities). In such cases, TAPA will reimburse the traveler provided the following conditions are adhered to:

- ·TAPA Americas Treasurer approves the reimbursement.
- ·The traveler took all reasonable steps to avoid unnecessary charges to TAPA Americas (prompt cancellation, etc.)
- Reasons for cancellation and reimbursement are documented for audit trail purposes.

Policy Exceptions

Generally, any exception to this policy must have the prior written approval of the Organization's Chair and the Treasurer. Requests for exception should document extenuating circumstances or proposed overall savings to the Organization.

APPROVAL

The Board agrees to pay the expenses of while traveling on authorized TAPA Americas business and agrees to reimburse the traveler for all reasonable and necessary expenses incurred.

Approved by:		
Treasurer		
Approved by:		
Chair		

Post Event Program Evaluation

Course Title:	
Date(s) of Training:	Location of Training:
Instructor(s):	

Your thoughtful responses to this evaluation summary will assist us in improving course content and objectives. Please indicate which response best reflects your opinion about the following categories.

	Course Content	Excellent	Good	Average	Fair	Good
1	Training/event objectives were clearly stated.	5	4	3	2	1
2	Objectives stated were met.	5	4	3	2	1
3	Content was relevant to my personal/professional goals/job	5	4	3	2	1
4	Material was well organized.	5	4	3	2	1
5	Group discussions and small group activities were effective.	5	4	3	2	1
6	Training materials contributed significantly to understanding.	5	4	3	2	1
7	Overall rating of course	5	4	3	2	1

Post Event Program Evaluation

Course Information

1. What did you consider the most relevant about this course?
2. What did you consider least effective about this course?
3. How did this course assist you or the industry in furthering TAPA's mission?
4. Please list or describe any additional training programs you would like to receive.
5. Additional Comments:

This form is to be submitted with all reimbursement vouchers and check requests.

Check Request Form

Request Made by (Print):		_
Agency/Member:		
Date Requested:		
Billing Information		
Zip:		
Invoice # (if applicable):		
Budget Code:		
Description:		
Amount:		_
Approval		
TAPA Chair Approved:	Date:	_
TAPA Tradeurar Approved:	Date	

Donation Form

Please note that TAPA Americas is a 501(c)(6) organization, and therefore, donations are not tax deductible.

Donor Information			
☐ Keep my donation Ar	nonymous		
First time or repeat don	or? First-time D	onor R	Repeat Donor
Name:			
Address:			
City:	State:	7	Zip Code:
Amount of Donation: \$			
Purpose of Donation: To agencies and personnel	•	n and training	g for law enforcement
 The donation will be The funds will be use In return for your don your website, social rehowever, shall you in 	d solely for the purpo nation, you have the o media, and other pro	oses outlined opportunity to motional ma	d above to publicize your donation on aterials. At NO TIME ,
Payment Method:			
Check (made payable to	o TAPA Americas)		
☐ Visa ☐ Masterca		ress	
Total Amount to be Cha	rged: \$		<u> </u>
Card #:	Exp. [Date:	CVV(V) Code:
Name on Card:			
Signature:			
Billing Address (if differe	nt than above): ——		
City:	State:	:	Zip Code: