



VIRGINIA LAW ENFORCEMENT MEMORIAL FUND

Administered by the Virginia Sheriffs' Institute

Policies and Procedures

Pursuant to Virginia Code §46.2-749.110, the Virginia Sheriffs' Institute (VSI) receives money collected by the Virginia Department of Motor Vehicles for the Law Enforcement Memorial Fund (LEMF) license plate. By code, these funds must be used to memorialize and honor Virginia law enforcement officers killed in the line of duty.

It is the intent of the VSI to:

- Administer the distribution of funds consistent with the statutory intent to memorialize and honor Virginia law enforcement officers in the line of duty.
- Contribute funds to qualified entities each year provided funds are received from the Virginia Sheriffs' Institute Fund within the DMV Department of Accounts.
- Manage the disbursement of funds prioritizing efforts in Virginia.

All non-profit organizations must provide a copy of IRS determination letter and the organization's purpose or mission statement.

Additional documentation may be required before funds are awarded.

The VSI will determine eligibility for funding after review of requester's completed application by the VSI LEMF Committee. Funds may be given to nonprofits, local governments or agencies, or other entities which have a project planned or underway to memorialize and honor Virginia law enforcement officers killed in the line of duty. Per IRS guidelines, funds may not be given to individuals for individual needs.

The VSI LEMF Committee will meet as applications are submitted and work to approve or deny an application in a timely fashion. The Committee will endeavor to distribute all funds received within the fiscal year but reserves the right to retain and carryover the funds at its discretion. If an application for funds is made by a Committee member sheriff, the sheriff's office, or the sheriff's employee, the Committee member shall abstain from voting on, or from otherwise participating in any way in any decision concerning the application for funds.

If the Committee approves an application for funds, an invoice must be submitted to the VSI office. VSI will pay the invoice within 30 days of receipt of the invoice. The invoice must include the entity to which the funds are to be paid, a mailing address, the amount of the payment requested, a completed IRS form W-9, and a detailed summary of the project to be funded.

Approved by the Virginia Sheriffs' Institute Board of Directors on July 21, 2022