



VFW Foundation #StillServing Grant (SSG) 2023 - 2024 Overview and Application

Overview & Eligibility

- This grant is offered exclusively to VFW Posts, Districts and their Auxiliaries to offset expenses incurred while completing a community service project. VFW Departments, and other VFW subordinate organizations, etc. may not apply. Both a VFW Post and its Auxiliary can receive funding from this grant during the grant cycle. Applicants are limited to receiving no more than the maximum award amount during the October 1, 2023 – June 2, 2024, cycle.
- The maximum grant award is \$1,500, the minimum request amount is \$500. Posts, Districts or their Auxiliaries may receive multiple grants so long as the total amount received does not exceed \$1,500 and each request is for a minimum of \$500. Multiple projects can be included in one application.
- To be eligible, the applying Post, District or Auxiliary must not be on suspension. Awards will not be paid to suspended organizations.
- This grant will close on June 1, 2024. If all available funding has been disbursed prior to the deadline date, this grant will close earlier.
- An applicant organization must complete a qualifying project prior to applying. Once a qualifying project has been completed, the applicant organization may submit the two-page application which must be accompanied by sufficient proof of how the funds were utilized. Information regarding what qualifies as a sufficient form of proof of spending can be found in the Proof of Spending Section below and submission instructions can be found on the last page of this document.
- Only requests for projects completed after June 1, 2023, will be considered.

Qualifying Grant Projects

The purpose of this grant is to help VFW organizations defray expenses for costs incurred while actively serving their community through impactful projects. To receive this grant, an applicant organization must have completed a project that was directly operated by the members of their organization. Multiple Post members must have actively engaged their communities while completing the project. Examples include but are not limited to:

- Hosting a PTSD stand down event.
- Facilitating a coat drive for the homeless.
- Providing meals to food insecure individuals during the holidays.
- Distributing books to children while visiting a school.
- Bringing food and gifts to residents of a VA facility.

VFW FOUNDATION

VFW Foundation #StillServing Grant 2023 - 2024

Grant Type Organizational Limits:

VFW Posts & VFW Auxiliary Posts

A VFW Post and its Auxiliary may both receive this grant, but each must conduct their own project.

VFW Districts & VFW Auxiliary Districts

A VFW District & its Auxiliary may both receive this grant, but each must have its own project. Districts may not receive grant funding for repair/renovation/equipment projects. They may only receive grants for direct community service projects.

Interorganizational Joint Projects

Each applicant organization must have its own unique project, joint projects are prohibited.

Ineligible Grant Use and Restrictions

Funding will not be awarded to support activities related to required official VFW programs such as the purchase of Buddy Poppies, donations to VFW National or Department Service Officer programs, etc. The grant will not be awarded to defray general operating costs of a Post. Funding will not be awarded to reimburse applicants for support provided to any individual, government, for-profit or non-profit organization. Requests to support projects that are fundraisers for a VFW Post, individual or other organization will not be considered. Requests to support projects that solely benefit members of a particular race or religion will not be considered. This grant cannot be used to support political causes or candidates.

Applicants are highly advised to contact VFW Foundation staff to confirm that their project qualifies before making any purchases in support of a project they will seek reimbursement for. The Foundation reserves the right to deny any request it deems to be outside of these guidelines.

Review Process Information

Grant requests are reviewed in the order they are received. Applicants can expect to be notified of a decision within two weeks of receipt of application by the VFW Foundation. If the request has been approved, an ACH (an electronic funds transfer) for the award amount will be sent to the applicant's bank account that is on file at VFW National Headquarters. If the request is not approved, the grant contact, and/or Post officers, will be contacted by members of the VFW Foundation staff.

Proof of Spending

Along with the application form, proof of spending must be provided at the time of submission.

Qualifying forms of spending proof include:

- Copies of canceled, cashed checks received from your bank.
- Photocopied receipts that show a typed amount, recipient name and date.
- Invoices on letterhead that indicate a payment was made.
- A line item, highlighted bank statement that clearly shows who received the funding.

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Ineligible Forms Proof of Spending

The following are unacceptable forms of proving spending:

- Handwritten or loose, individual receipts.
- Pictures of checks that have not been cashed.
- Invoices not on company letterhead or that do not indicate a payment was made.
- Bank statements with line items that do not clearly show who the recipient was.
- Before and after photos.

Corporate Partner Collaboration Bonus

Through this #StillServing grant, the VFW Foundation will provide a \$500 unrestricted bonus to Posts, Districts or their Auxiliaries for projects where they collaborated with a local affiliate of a qualifying VFW National corporate partner. To be considered for this bonus please complete the corporate partner section on the application form.

Qualifying Projects

A full list of qualifying partners can be found at: <https://www.vfw.org/grants-supporters>. Requests to reimburse expenses for projects completed with corporate partners not found on this list will not be considered. The project must have had substantive engagement by the partner, meaning that a representative(s) of the affiliate must have been actively involved in the commission of the project beyond donating items or money. Examples might include:

- A health fair where a local Humana team was present and counseled veterans
- Provided gifts such as hygiene products to VA patients/residents with items donated by Walgreens with a store representative on hand to distribute them.
- Purchased flags for gravestones from Ace Hardware and an Ace representative was on hand to place the flags during a memorial ceremony

Partner Acknowledgement of Participation

Applicants must provide proof that their partner participated in the project along with their application. Proof can be provided by including pictures of the partner in company branded attire working on the project, a letter on letterhead from them, or you may provide a screenshot or forwarded email that confirms involvement from the partner representative so long as their address is from corporate domain, such as “jdoe@sportclips.com.”

PLEASE NOTE: The above Guidelines are general in nature, and the VFW Foundation reserves the right to amend, modify or waive them, in whole or in part, if the VFW Foundation deems it is in its best interest to do so. Final approval of grant awards and funding amounts are subject to exclusive determination and discretion of the VFW Foundation Board and its decisions are not subject to review. Please contact jcouch@vfw.org with any questions.

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Print or Type responses in the space provided. If printed, please use legible writing. **All fields must be completed.** If a legible, working email address for the grant contact is not provided, the request will not be considered as staff must have the ability to contact you.

Check the appropriate box below, select only one.

VFW Post VFW District VFW Post Auxiliary VFW District Auxiliary

Post or Auxiliary # **OR** District/Auxiliary District # & State Abbreviation _____

Employee Identification Number (EIN) _____ Tax Status 501(c) ____

**This information can be found on your most recent tax return (Form 990)*

Mailing Street Address _____ City _____ State ____ Zip _____

Grant Contact Person Name _____ Grant Contact Person Position _____

****The Grant Contact is the person completing and submitting the application, they must be a member of the applying organization.***

Contact Person Phone Number _____ Email Address _____

Name of Applying Organization’s Commander or President _____

Phone Number _____ Email Address _____

Name of Applying Organization’s Quartermaster or Treasurer _____

Phone Number _____ Email Address _____

Base Amount Requested (Up to \$1,500) _____

Signature of Quartermaster or Auxiliary Treasurer Signature of Commander or President

_____ Date _____ _____ Date _____

CORPORATE COLLABORATION BONUS INFORMATION

Did your Post work with a qualifying VFW National Partner in the commission of a jointly operated community service project? If so, answer the questions below, if not write “N/A.”

Partner Company Name _____

Partner Company Employee Name _____ Their Position _____

Partner Email Address _____

By signing you agree to all the terms and conditions stated in the application overview. You agree to provide copies of all receipts, or other sufficient proof of spending, along with this application and understand that VFW Foundation staff may request additional information or documentation.

Applicants may provide their answers in the space provided below or on a separate sheet of paper. Regardless of how the answers are sent, please number your responses 1-5 and do not exceed more than 50 words per answer. Failure to follow these rules will result in the applicant having to resubmit their request.

1. What are you requesting to be reimbursed for?
2. Who was impacted by your project and how? (Seniors, youth, veterans, etc.)
3. Please precisely explain how you spent the funding you are requesting reimbursement for. For example, if you provided holiday meals to food insecure individuals, give a dollar amount for each expenditure. Explain how much was used to purchase food, how much was spent on dinnerware, etc. An acceptable response might be, "We spent \$100 purchasing plastic tableware, foil pans and containers, \$600 on turkeys and \$300 on ingredients for side dishes."
4. How did this project better facilitate involvement between members of your Post or Auxiliary and their community?
5. CORPORATE PARTNER BONUS QUESTION – How did you collaborate with your partner and how did the community benefit as a result? (Leave blank if your organization did not work with a partner.)

Submit your completed application and proof of spending by:

Emailing scanned items to:

MSpencer@vfw.org

Mailing them to:

OR

Mary Spencer
Grants & External Coordinator
VFW Foundation
406 W. 34th St., Suite 920
Kansas City, MO 64111

Please note that applications received via mail take longer to process. Please do not include cover letters, only provide the completed two-page form and sufficient proof of spending. If mailing, do not staple any documents. Please also do not provide photos unless proving corporate collaborations, we highly encourage you to share your photos on social media using #StillServing.