



VFW Foundation Post Assistance Grant (PAG) 2023 - 2024 Overview and Application

Overview & Eligibility

- This grant is offered **exclusively to VFW Posts** to offset expenses incurred while improving property owned by the Post or purchasing equipment which will be owned by the Post that increases their capacity to serve their communities locally. VFW Auxiliaries, Departments, Districts and other VFW subordinate organizations, etc. may not apply. Applicants are limited to receiving one PAG once every three years, with the 2023-2024 cycle being the inaugural grant year.
- The maximum grant award is \$2,500, the minimum request amount is \$500. Multiple projects can be included in one application, but the grant may only be received once every three years. For example, a Post receiving the grant during the 2023-2024 year would not be eligible to receive an additional award until the 2026-2027 grant cycle.
- To be eligible, the applying Post must not be suspension. Awards will not be paid to suspended Posts.
- This grant will close on June 1, 2024. If available funding has been completely disbursed prior to the deadline, 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 Project Types

There are two qualifying expenses for which a Post may receive reimbursement through the PAG:

1. Purchases of materials or the hiring of a professional to repair a defect or renovate a fixture on property owned by the Post.
2. Purchases of equipment that enable a Post to better serve or sustain the service they provide to their community.

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Qualifying Grant Project Details

The applying Post must provide a detailed explanation of how the repair or equipment purchase directly contributed to the sustainability of their operation or enhanced it. This may include, but is not limited to, the following:

- Improved operational efficiency: Describe how the repair or equipment purchase will enhance the Post's ability to carry out its programs and activities efficiently, reducing unnecessary costs and improving resource utilization.
- Enhanced community impact: Explain how the repaired facilities or new equipment will enable the Post to better serve veterans or engage with the local community, resulting in increased effectiveness and positive outcomes.
- Long-term cost savings: Demonstrate how the repair or equipment purchase will result in long-term cost savings for the Post, such as through improved energy efficiency, reduced maintenance expenses, or extended facility lifespan.
- Strengthened organizational resilience: Outline how the repair or equipment purchase will contribute to the overall resilience of the Post, enabling it to better withstand challenges and continue its mission in the face of unforeseen circumstances.

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. The grant will not be awarded in support of repairs made to a Post canteen or equipment that exclusively is intended for use in a canteen. 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.

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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.

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.

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 mspencer@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.

VFW Post Number _____

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 Post.*

Contact Person Phone Number _____ Email Address _____

Name of Post Commander _____

Phone Number _____ Email Address _____

Name of Post Quartermaster _____

Phone Number _____ Email Address _____

Base Amount Requested (Up to \$2,500) _____

Is this a request for a repair on property owned by your Post? _____

Is this a request for equipment that will enable your Post to better serve your community? _____

Signature of Post Quartermaster

_____ Date _____

Signature of Post Commander

_____ Date _____

Applicants may provide their answers on a separate sheet of paper. Number your responses 1-3 and do not exceed the word limits. Failure to follow these rules will result in the applicant having to resubmit their request.

1. What is the repair you completed or equipment you purchased? (Word Limit – 10 Words)
2. Please precisely explain how you spent the funding you are requesting reimbursement for. For example, if your project was to repair a ceiling, give a dollar amount for each expenditure. Explain how much was used to purchase the ceiling tiles, how much was spent to repair or replace the grid system, etc. An acceptable response might be, “We spent \$2,100 purchasing ceiling tiles and \$400 on two cartons of grid kits.” (Word Limit – 50 Words)
3. Please explain how the project improved your Post’s operational efficiency, enhanced community impact, facilitated long-term cost savings and strengthened the resilience of your Posts. (Answer must be between 50 – 200 words)

Submit your completed application and proof of spending by:

Emailing scanned items to:

OR

Mailing them to:

MSpencer@vfw.org

Mary Spencer
Program 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 along with your application.