



## VFW Foundation Post Pandemic Relief Grant Guidelines

Due to the recent Covid-19 pandemic, the VFW has encountered significant challenges throughout our entire organization, including at the local Post level. Many VFW Posts have been negatively impacted in their ability to raise funds through traditional means, making it difficult to sustain operations and community service activities. To help ease the financial burden created by this unprecedented crisis, the VFW Foundation has earmarked funding for the **VFW Foundation Post Pandemic Relief Grant (PPRG)**.

PPRG is restricted to VFW Posts that own or lease their own building. It is a one-time grant of up to \$2,500 designed to help VFW Posts that find they are unable to cover specific expenses for mortgage payments, rent (if leasing a building), utilities (gas, electric, water, etc.), insurance or property tax, due to hardship caused by the COVID-19 pandemic.

PPRG funding is restricted for the purpose stated above. Expenses that DO NOT QUALIFY include (but are not limited to) the following: building repair, building repair materials purchases or contractor services, food/beverage expenses, canteen employee wages, membership dues payments, etc.

PPRG applications will be reviewed in the order of receipt. Funding is limited, and Posts in need of funding relief are encouraged to apply as soon as possible. Please allow up to two weeks for notification of our decision and six total weeks to receive your award if approved.

To be eligible to apply for the Post Pandemic Relief Grant a VFW Post must:

- Have completed any three out of the five following criteria during the 2019-2020 fiscal year:
  - Achieved 100% in membership
  - Voice of Democracy/Patriots Pen/Teacher of the Year submission
  - Buddy Poppies purchased
  - Donation made to Veterans & Military Support Programs
  - Reported 1,000 or more hours of community service to their Department
- Be in good standing (i.e. not on suspension) with VFW National.
- Own or rent a Post Home. The title deed or lease agreement must be held or signed by the members of the VFW Post. The building deed or rental must solely be in the name of a VFW Post and cannot be jointly owned or rented by any other veterans' group(s).
- Have a fully completed Election Report on file with VFW National Headquarters. It is advised that a Post submit a copy along with their application to ensure expediency.
- Have a combined total of less than \$10,000 in all bank accounts held by the Post.

Please follow these steps to submit a request:

1. Complete the PPRG form found on the next two pages of this document by recording your answers in each field except the signature block.
2. The Post Quartermaster must sign the application.
3. Once completed and signed, include a scanned official copy of bank statements for the previous month for each open bank account held by the Post.

Scan the completed and signed form, and bank statement(s) as one document and email the file to [jcouch@vfw.org](mailto:jcouch@vfw.org) with the subject headline of "PPRG Post XXXX." Replace XXXX with your Post number.

**VFW FOUNDATION**

406 W. 34th Street  
Kansas City, MO 64111

Office 816.968.1128  
Fax 816.968.2789

foundation@vfw.org  
www.vfwfoundation.org

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Record your responses in the spaces provided. You must complete all fields to be considered for this grant. Where indicated, use personal phone numbers, not a general Post phone number.

Post Number \_\_\_\_\_

Please provide the address of your Post home:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Post Phone Number \_\_\_\_\_

Grant Contact Person Name \_\_\_\_\_

Grant Contact Person Position (Member or Officer Position) \_\_\_\_\_

Contact Personal Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Post Commander's Name \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Post Quartermaster's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Amount Requested (Up to \$2,500) \_\_\_\_\_

**\*All funding received through PPRG MUST go to the creditor(s) named on page two of this application**

Signature of Post Quartermaster \_\_\_\_\_ Date Signed \_\_\_\_\_

By signing this PPRG document, you agree to all of the terms and conditions stated in the application guidelines. You agree to use all grant funding received from the VFW Foundation in accordance with the purpose stated on the second page of this application. You agree to ensure that sufficient proof of spending is provided to the VFW Foundation upon receipt of payment to the creditor(s) named on page two of this form.

**Reporting Requirement If Your Post Receives PPRG Funding**

If your Post receives PPRG funding, you will be obligated to provide a copy of the canceled check or a bank statement indicating that the grant was spent as intended. Along with the proof of spending you will also need to complete and return the Report Form, which can be found on the final two pages of this document. Failure to provide this information within two months of the award date will result in forfeiture of the funding.

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Please answer each question in less than 100 words

**1. Why does your Post need relief?**

**2. Is your need related to the Covid 19 pandemic? If yes, how so?**

**3. If awarded this grant, to which creditor(s) will you make a payment(s)?**

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**3. How will your Post sustain its operation after it is awarded this grant? Do you see this as an opportunity for the Post to recover financially or is this only a temporary solution?**

**If you have not received a reply within two weeks of submitting your request, it was likely not received.  
Please call 816-968-1174 if an issue arises, or with any questions you may have about this program.**

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Please complete this coversheet and answer the questions on the following page. Once completed, print this form and some form of proof of spending. Proof of spending can come in one of two forms: 1. A copy of a canceled check provided by your bank that shows a payment was made to the name creditor(s). 2. A bank statement with highlighted line items that show how the grant was spent. The proof of spending must equal the amount of the grant you were awarded. After printing out the needed proof, place it behind the report form pages and scan as one file. Send the file to [jcouch@vfw.org](mailto:jcouch@vfw.org).

**VFW Post Number:** \_\_\_\_\_

Post Home Street Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip Code \_\_\_\_\_

**Creditor(s) Paid:**

\_\_\_\_\_

**VFW Contact Person Information**

Name \_\_\_\_\_

Personal Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**VFW Post Quartermaster Information**

Name \_\_\_\_\_

Personal Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Amount Awarded** \_\_\_\_\_

**Amount Expended** \_\_\_\_\_

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**1. How did this grant impact your Post? Did the award help your Post to become financially solvent?**

**2. How did this grant allow you to better serve veterans?**

**3. What will the Post do to better prepare in the event of a future regional or national crisis?**

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