



The Veterans of Foreign Wars Foundation Grant 2019 - 2020

Grant Overview and Guidelines

Purpose:

The purpose of this grant is to provide funding for projects that address the underserved needs of military members, veterans, and their families.

Grant Details:

- The 2019-2020 grant cycle opens on Sept. 1, 2019.
- The deadline to submit an application is Jan. 15, 2020.
- Grant awards vary from \$1,000 - \$15,000, with most awards in the \$3,000 - \$10,000 range.
- Approval of grant awards and funding amounts are subject to the exclusive determination and discretion of the VFW Foundation Board and its decisions are not subject to review.

Eligible Requests:

Projects should address an underserved need or needs and demonstrate unique program design, innovation in service delivery, and sustainability beyond the end of the grant period. A project might include one or more of the following to address underserved needs:

- Employment services
- Health and wellness issues
- Dental/Medical services
- Unique VA claims counseling
- Education assistance
- Housing (including rent/mortgage relief)
- Transportation services

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Ineligible Requests:

Requests to fund the following project types will ordinarily not be approved:

- Monument or memorial construction, restoration or repair
- Cemetery restoration
- Recognition ceremonies
- Oral histories, book or film projects
- Scholarships
- Appeals for unrestricted funds
- Art exhibits or museum activities
- Professional conferences or workshops
- Advertising or mass media campaign
- Political causes, legal issues
- Donations to other organizations

NOTE: Requests for projects that provide assistance based on race, religion or other discriminatory criteria will not be considered.

Organization Eligibility:

Both registered 501(c)(3) charities and VFW Posts/Auxiliaries may apply for grant funding. Special grant consideration will be given VFW Posts and Auxiliaries.

VFW/Auxiliary Districts and Departments or other VFW subordinate organizations are not eligible to apply.

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Organization Eligibility (Continued):

VFW Post and Auxiliary Eligibility

- Posts or Auxiliaries requesting grant funding must be in good standing with the Veterans of Foreign Wars of the United States (if a VFW Post is making the request) or the Veterans of Foreign Wars Auxiliary (if an Auxiliary is making the request).
- An up-to-date election report from the Post or Auxiliary must be on file at VFW National Headquarters or Auxiliary National Headquarters before a grant request can be considered.
- The applicant Post or Auxiliary cannot be on suspension or in financial arrears.
- Requests from Post or Auxiliaries that have outstanding grant reports owed to the VFW Foundation will not be considered.

VFW Post and Auxiliary Project Exclusions

- Funds to VFW Posts/Auxiliaries cannot be used to repair or upgrade VFW buildings or for any other purpose related to their normal operation. Please contact VFW Foundation Grants Coordinator, Jason Couch, at jcouch@vfw.org for assistance with seeking funding for these types of activities.
- Funds cannot be used to cover expenses related to required, official VFW activities such as youth scholarships, "Buddy"® Poppies, or donations to National or Department Service Officer programs.

Non-VFW Organization Eligibility:

- Organizations outside the VFW that wish to apply for grant funding **must be tax-exempt under Section 501(c)(3)** of the Internal Revenue Service code.
- Governments (local, state, federal) or their agencies (including public schools, libraries, social services, parks and recreation, etc.) are not eligible to apply.
- An IRS Determination Letter, along with the most recent annual report and IRS Form 990, and other documents mentioned in the application checklist (see page 7) must be included with the completed application form.

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Grant Reporting:

- A grant report form will be sent with every grant award decision letter.
- If you do not receive a grant report form, please contact Jason Couch at jcouch@vfw.org.
- The completed report form must be received by the VFW Foundation on or before Aug. 1, 2020.
- The completed report must be accompanied with proof of expenditure of all funds granted by the VFW. Proof of expenditure includes receipts, invoices, copies of checks, acknowledgment letters, etc.
- Failure to properly document spending or submit a report on time may require return of all awarded funding to the VFW Foundation. It may also disqualify your organization from applying for VFW Foundation grants in future years.

PLEASE NOTE: These grant guidelines are general in nature, and the VFW Foundation reserves the right to amend, modify or waive these guidelines in whole or in part if the VFW Foundation deems it is in its best interest to do so.

2019 - 2020 VFW Foundation Grant Application Cover Sheet

Legal Name of Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Website: _____ Phone Number: _____

Employer ID Number (EIN): _____

Contact Person for Application: _____

Telephone: _____ Email: _____

Name of Executive Director: _____

Telephone: _____ Email: _____

Name of Chair/President of the Board: _____

Total Number of Board Members: _____

Total Number of Organization Staff Members: _____

Number of Staff Who are Full Time: _____ Part Time: _____ Volunteers: _____

Name of Project You are Requesting Funding for:

Amount of Funding Requested (Up to \$15,000): \$ _____

Your Current Organization's Total Annual Budget: _____

Fiscal Year Start and End Dates: _____

2019 - 2020 VFW Foundation Grant Application Narrative Details

Requested Information:

In no more than five (5) pages (8 ½” X 11”, one side only, 12-point font), please respond to the following:

I. Summary of Request: Overview

Briefly summarize in 250 words or less the basic purpose of the request including program activities, target population, etc. Additional questions will permit you to elaborate.

II. Your Agency Background

A. State the mission of your agency, describe its history, service population, geographic area served, typical funding sources (e.g. corporations, foundations, individual donors, government agencies, etc.).

B. Describe the noteworthy accomplishments of your organization including major programs, events or projects that have been conducted in the past that demonstrate organizational stability.

III. Description of Program

A. What is the purpose of the project for which you seek funding?

B. What do you hope to achieve with support from the VFW Foundation? Who will be impacted by your program; specifically, who is your target service population including age, gender, demographics, physical limitations, etc.?

C. How long do you anticipate it will take to complete project activities?

D. Is this an on-going project? If so, for how many years has the program been in existence?

E. Describe the specific activities to be undertaken. Describe key staff or volunteers that will be directly involved in this project. If other organizations will also participate, state how such partnerships will benefit the program outcomes. Also, explain the potential resources that these other groups might provide, such as additional funds, volunteers, staff support, expertise, etc.

F. How do you envision this grant request (if awarded) might impact, change or improve your organization and its outreach abilities?

2019 - 2020 VFW Foundation Grant Application Narrative Details (Continued)

IV. Project Budget

A. What is the budget for this program?

B. How would the requested grant funds be expended? Please be specific.

C. Do you have any other sources of funding for this project? If so, list largest donors and funding amounts over the past three years.

V. Request Rationale

A. What are the specific needs or problems of your target population that you want to address if awarded this grant? Provide relevant statistics or data that helps illustrate the challenges your target population encounters and how the grant might improve their economic situation, health or emotional well-being.

B. Will your organization be able to manage awarded grant funds with your available staff?

VI. Program Evaluation

A. How will your organization determine the success of the program?

B. Can outcomes be measured either numerically (number of individuals served) or are there qualitative determinations (improvements in the quality of life, alleviation of depression and anxiety, etc.).

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Grant Attachment Checklist

Completed applications must include the following attachments:

A completed VFW Foundation Grant Application Cover Sheet

A completed Proposal Narrative that addresses Specific Request Details (questions I-VII) not exceeding 5 pages (The Grant Application Cover Sheet doesn't count toward the five-page limit.)

Proof of tax exempt status, such as a copy of your IRS Tax Determination letter

Most recent Form 990, Annual Report and Audited Financial Statement

Roster of your agency's Board of Directors with their titles and affiliations

Signed letter from your Board Chairman or President on your organization's official letterhead authorizing submission of this grant application and stating that no funds will be used for salaries or other professional fees

Please carefully follow the instructions provided in this application. Applications will be accepted by mail/email only. Submissions received via fax will not be considered. Please email completed applications to jcouch@vfw.org or mail applications to:

Jason Couch
Grants Coordinator
VFW Foundation
406 W. 34th St.,
Ste. 920
Kansas City, MO 64111

VFW Foundation Grant Frequently Asked Questions (FAQ)

Q: Can we submit more than one application?

No. Only one application per organization will be accepted per grant cycle. Organizations declined in this time period are eligible to submit in the next calendar year.

Q: My organization is not a 501(c)(3) charity, but works with veterans and troops. Will we be able to apply?

No. Only VFW Posts and Auxiliaries and certified 501(c)(3) charities are eligible to apply.

Q: How will we be notified whether or not our grant proposal was approved?

All applicants will receive a letter notifying them of the VFW Foundation's decision within nine months of submission.

Q: How are grant proposals submitted?

Submit your request via email, USPS mail or through private delivery services such as FedEx or UPS. If using email, direct your request to jcouch@vfw.org. Submissions via FAX will NOT be accepted.

Q: How are submitted grant proposals evaluated?

Proposals will be evaluated based on a variety of criteria. Projects should demonstrate originality, anticipated benefit and the likelihood that the program will make a sustained, meaningful difference in the lives of veterans, active duty military personnel or their families.

Q: If we are awarded a grant, how long do we have to distribute funds?

Grant awardees are encouraged to complete their projects as soon as possible. A completed report form must be received by VFW Foundation staff on or before August 1, 2020. Any remaining funds not expended by August 1, 2020, must be returned to the VFW Foundation.

Q: If we receive a grant award, will we be required to submit a project report?

Yes. By Aug. 1, 2020, the VFW Foundation requires that awardees complete and submit a report that describes how the funds were used, the geographic area and approximate number of individuals served. Additionally, if the project received media coverage (such as a news article or video), we ask that you reference it in your report and include a copy or web link, if available.