

VFW Community Support Grant 2018-2019 Overview and Application

VFW Foundation leadership and staff are proud to assist VFW and VFW Auxiliary members with projects that increase their impact upon their communities and welcome a request from your Post or Auxiliary during the 2018-2019 grant cycle.

This year we are excited to announce opportunities to receive additional funding by engaging with the VFW's corporate supporters! Details can be found on Page 2.

What it is the VFW Community Support Grant?

- Each year the VFW Foundation budgets \$400,000 in grant funding to support and encourage community outreach projects by VFW Posts and Auxiliaries. Up to \$100,000 of the grant budget is available for Post home repairs and improvements that would assist Posts in providing needed outreach in their communities.
- This grant is offered exclusively to VFW Posts and Auxiliaries for qualifying projects. Districts, Departments, 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 one grant per grant cycle.
 - Eligible applicants can apply for up to \$1,000 each.
 - To be eligible, the applying Post or Auxiliary must be in good standing with VFW National, meaning they must not be suspended, in financial arrears or have a deficient election report. The applicant must also be current on reports due to the VFW Foundation for grants received during previous years.
- This grant opens on September 1, 2018, applications will **not** be accepted before that date.
- The grant ends on July 31, 2019 or when all funding has been disbursed. Typically all funding is exhausted by early spring.

Eligible Grant Projects

There are three qualifying project types for which an eligible applicant can be awarded funding:

1. Community outreach projects operated directly by the Post or Auxiliary. Examples include but are not limited to: Hosting a PTSD stand down event, providing holiday meals to the needy, maintaining Post owned vehicles that transport veterans to medical appointments, etc.
2. A donation of items or money to a nonprofit located within twenty-five miles of the Post or Auxiliary's address. The mission of the recipient organization does not need to be military or veteran related so long as they serve your community. Some examples might include: A donation of cash to support a local Boy Scout Troop, a donation of food to a local food pantry, etc.

3. Limited grant funds are available for repairs or upgrades to Post buildings **that are not eligible for the Home Depot Community Impact grant** (See FAQ on Page 7 for instructions on obtaining assistance with applying for a Home Depot Community Impact Grant). To be eligible for a VFW Community Support Grant, a Post building repair/upgrade project must require a professional contractor or repair technician to complete. For example, a request for funds to paint a meeting hall **would not be eligible**, but a request to replace an HV/AC unit **would be eligible**. Please note that the grant application must clearly demonstrate how the repair/upgrade will facilitate community service projects.

Ineligible Grant Use and Restrictions

Funding will not be awarded to support fundraisers for which contributions would be used to support Post operation. Grant funds cannot be used to cover expenses related to required, official VFW activities such as Patriot's Pen/Voice of Democracy scholarships, purchase of Buddy Poppies, donations to VFW National or Department Service Officer programs etc.,.

Grant funds cannot be used to support for-profit companies, individuals or organizations that solely benefit members of a particular race or religion. Nor can this grant be used to support political causes or candidates. Items purchased with grant funding may be donated to government entities (such as equipment for police or schools) but direct cash donations may not be given to any government or government agency from this grant.

Applicants are encouraged to make the biggest impact possible through this grant opportunity. As such, up to five VFW Posts or Auxiliaries may pool their requests for a single project. For instance, say an organization has a disabled veteran support program that aids veterans throughout the state of Vermont. Up to five Vermont Posts and/or Auxiliaries could pool their grant funds to support the organization. One Post or Auxiliary member must serve as the contact point for the project as funding will be provided to each Post or Auxiliary separately and someone will need to ensure proper stewardship of grant funds. This person will also be responsible for providing a grant report for each of the Posts/Auxiliaries.

Additional Funding through Working with Corporate Supporters

Community service projects that involve a local branch or affiliate of a VFW National corporate supporter (e.g. Burger King, Sport Clips, Walgreens, Humana, Ace Hardware, etc.) may be eligible to receive up to \$500 in additional support!

Examples of projects that may be eligible to receive supplemental funding might include:

- Hosting a community wellness event where representatives from Humana or Walgreens are present to provide information.
- Holding a fundraiser for a local nonprofit at a Burger King or SportClips location.

Applicants are encouraged to find creative ways to work with local affiliates of the VFW's corporate supporters. Such engagement strengthens the VFW's relationships and therefore, strengthens our ability to aid veterans, military members and their families.

In order to receive the additional funding, an applicant must provide proof that the affiliate is working with them via an email or letter from the supporter along with their application.

See FAQ on Page 7 for instructions on how to contact your local corporate branch or affiliate.

How to Submit a Request for the VFW Community Support Grant

The two-page application can be found on Pages 4 and 5 of this document. Both pages must be fully completed before submitting. It is required that an applicant fill out all fields on page one and include the appropriate signatures. The contact information for each individual listed (President, Quartermaster, Contact Person etc.,) must not be the same. Applicants may not use the Post's phone number in lieu of any person's contact information. The signatures may be completed by hand or by authorized, official digital signatures. The second page lists four questions that must be answered in complete sentences.

An applicant can email a completed request to jcouch@vfw.org or mail it to: Jason Couch, Grants Coordinator, VFW Foundation, 406 W. 34th St., Suite 920, Kansas City, MO 64111.

Alternatively, the request can be sent by clicking the "SUBMIT" button at the bottom of page 2 of the application. Please note, that once you have clicked the button, a new email window should pop up and your request should be automatically attached to the email. If no email pop-up window appears or if the request is not attached, we will not receive your submission.

Review Process Information

Grant requests are typically reviewed in the order they are received. Applicants can expect to be notified of a decision within 90 days of their request being received by the VFW Foundation. If the request has been approved, a check or notification of ACH (an electronic funds transfer) from the VFW Foundation will be included with a letter that is mailed shortly after review. If the request has been denied, the applicant, or Post Officers, will be contacted by members of the VFW Foundation staff.

Grant Reporting Requirements

The VFW Foundation provides all grant recipients with a report form along with their award letters. A copy of the form is also provided on Pages 8-9 of this document. A grant report is required by the VFW Foundation from all grant awardees by July 1, 2019. All fields in the report must be completed. The report must include conclusive proof, such as copies of receipts that grant funding was invested in accordance with what was stated in the recipient's original request.

PLEASE NOTE: The VFW Community Support 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. 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.

If you have any questions about any of the information cited in this overview, please contact Grants Coordinator Jason Couch at jcouch@vfw.org before applying.

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Print or Type responses in the space provided. If printed, please use legible writing. **COMPLETING ALL FIELDS IS REQUIRED.** Please note that each applying Post and Auxiliary must complete a form separately.

Are you applying on behalf of a VFW Post or a VFW Auxiliary? (SELECT ONLY ONE).

Post _____

Auxiliary _____

Post or Auxiliary Number _____

Please provide your Post or Auxiliary's full **MAILING** address

Street Address _____

City _____ St. ____ Zip _____

Post/Auxiliary Phone Number _____

Grant Contact Person Name _____ Grant Contact Person Position _____

Contact Person Phone Number _____ Email _____

Name of Applying Organization's Commander or President _____

Phone Number _____ Email Address _____

Name of Applying Organization's Quartermaster or Treasurer _____

Phone Number _____ Email Address _____

Amount Requested (Up to \$1,000) _____

Working with a VFW National corporate supporter? Mark "X" below to have your request considered for up to \$500 in additional funding.

Signature of Post Quartermaster or Auxiliary Treasurer _____ Date Signed _____

Signature of Post Commander or Auxiliary President _____ Date Signed _____

By signing you agree to all of the terms and conditions stated in the application overview. You agree to use all grant funding received by the VFW Foundation in accordance with the purpose stated on the second page of this application. You agree to ensure that copies of all receipts, or other sufficient proof of spending, are provided to the VFW Foundation upon completion of your Post or Auxiliary's project.

Frequently Asked Questions (FAQ)

Q: I have some questions about the application not addressed in the FAQ, who should I contact?

If you have any questions, contact Jason Couch, Grants Coordinator, VFW Foundation, at (816) 968-1174 or jcouch@vfw.org.

Q: Can my Post and/or Auxiliary request funds for a project that's already been completed or be reimbursed for expenses under any circumstances?

Yes, but there are restrictions. A VFW Post or Auxiliary may request funds to support a project that has already been completed if the project was a direct outreach by the Post or Auxiliary (not a donation or Post repair) and it was held/completed between June and October.

Also, if you have a project that takes place at least thirty days after making a submission and have not yet have received a response from the VFW Foundation then you can in some cases be reimbursed. For example, if you submitted a request for \$1,000 on December 1, but have an event on December 31 but have still not received a response from the VFW Foundation, you could still hold your event and be reimbursed for up to \$1,000. Please be aware that if your Post is not in good standing or your project is otherwise ineligible the VFW Foundation will not be able to reimburse your expenses.

Q: Can we submit more than one application?

No. A VFW Post or Auxiliary may apply once per year. A second request from the same organization will not be considered.

Q: Can both a Post and its Auxiliary apply for a grant?

Yes. Both a VFW Post and its Auxiliary can apply for funding in the same grant cycle. They may each apply for funding for the same project, and both are eligible to receive up to \$1,000 for a project. For instance, Post 1234 and Auxiliary 1234 are jointly hosting a coat drive for local homeless families. Post 1234 and Auxiliary 1234 can both apply for a VFW Community Support Grant, they could each receive \$1,000 for that project and have a combined \$2,000 for their coat drive.

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

All applicants will be sent a notification letter of acceptance from the VFW Foundation within ninety days of receipt by the VFW Foundation if their request is approved. If the request is denied they will be contacted by a member of the VFW Foundation staff directly by email or phone.

Q: How can I submit my grant request?

Online, Email, USPS mail, or delivery services such as FedEx or UPS are all acceptable. Submissions via FAX will not be accepted.

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

Yes. Upon completion of the project a two-page report must be submitted, describing project outcome(s) and how the grant funds were utilized. Report guidelines are included on Pages 8-9 and will be provided with the award letter. Proof of spending is required.

Q: If we are awarded a grant, what is the time period in which the project must be completed?

Applicants are encouraged to complete their projects as soon as possible, but have until July 1, 2019 to submit a grant report. Any funds not expended after that time must be returned to the VFW Foundation. Please contact Jason Couch at jcouch@vfw.org if your Post or Auxiliary is unable to expend all funding before the deadline.

Q: My Post received the grant, but for some reason we cannot complete the project described in our request. What should I do?

If a project cannot be completed as described in the original proposal, please contact Jason Couch at (816) 968-1174 or jcouch@vfw.org.

Q: Should I send newspaper articles or photos of my project through the mail in my report?

Electronic copies or links to articles, videos, and photos related to your project are welcome and encouraged, as is sharing them on social media platforms such as Twitter and Facebook using the hashtag #VFWpostpride. Please do not send newspaper articles or physical photos unless they prove spending such as a photo of a check presentation.

Q: Who are the corporate supporters I can work with to receive additional funding?

For a current list of all eligible corporate supporters please visit vfw.org/grants-corporate.

Q: How can I contact a corporate supporter to work with them?

If attempting to work with an Ace Hardware, Burger King, SportClips or Walgreens store, we recommend contacting the nearest location to your Post directly. Ask to set up a meeting with the manager of that location and explain how you would like to work with them.

If you are attempting to contact Humana you can call 1 (844) 330-7799 and ask the representative to put you in touch with a local affiliate. Humana is highly dedicated to solving food insecurity. Local Humana affiliates could make excellent partners for a food drive or similar event.

Q: The project I need funding for is not eligible for this grant, can you still help me?

Yes, the VFW Foundation Staff is always happy to help VFW Posts with grantseeking. Please contact Jason Couch at jcouch@vfw.org or 816-968-1174 for general assistance or Home Depot Grant information.

VFW FOUNDATION COMMUNITY SUPPORT GRANT REPORT FORM PAGE 1/2

Congratulations on receiving your grant award from the VFW Foundation! We require that you submit a grant report once your project is completed. This report must be received by VFW Foundation staff before July 1, 2019.

These reports allow the VFW Foundation to gauge the success of this grant program. Failure to turn in a report could result in your Post or Auxiliary being barred from receiving grants in the future. Your compliance with this requirement is crucial to our mission and greatly appreciated. Complete this cover sheet and respond to the questions on the following page.

Please indicate if you are submitting this report on behalf of a:

VFW Post: _____ or a VFW Auxiliary: _____

Post or Auxiliary Number: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

GRANT AMOUNT RECEIVED: \$ _____

GRANT AMOUNT SPENT: \$ _____

GEOGRAPHIC AREA SERVED: _____

DATE OF PROJECT COMPLETION: _____

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Please respond to each of the following questions in fifty words or less. Please type or print legibly and feel free to respond on a separate page if necessary.

1. How has your project made a difference in your community? Did it successfully meet the needs for which funding was requested?

2. Were all funds utilized for the intended purpose stated in your grant request? If not, why?

3. Did the Post or Auxiliary work with any other community groups, nonprofits or VFW National corporate supporters? If so, name these organization(s).

4. How many individuals were impacted by your project? What specific target populations were aided (Veterans, seniors, youth, etc.)?

5. Is the project ongoing? How will this program be funded or sustained in the future?

OTHER RELATED MATERIALS

I. Please provide photocopies of receipts to document all project expenditures. For example, if the Post/Auxiliary received a \$1,000 grant you should provide receipts totaling \$1,000.

II. If applicable or available please email electronic copies or links to pertinent news articles, videos, photos or any project related materials that you used for publicity. **Please do not mail physical photos or other items with this report if they are not instrumental to proving spending.**

You can return this completed form with receipts to jcouch@vfw.org or mail to:

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