



## VFW POST/AUXILIARY COMMUNITY SUPPORT GRANT OVERVIEW

In 2015 the Veterans of Foreign Wars (VFW), through its Foundation, established the **VFW Foundation Post/Auxiliary Community Support Grant** to aid VFW Posts and Auxiliaries in their community engagement activities. Over 600 grants have been awarded thus far. VFW Foundation leadership and staff are proud to assist VFW and VFW Auxiliary members with their community engagement projects and welcome a request from your Post or Auxiliary during the 2017-2018 grant cycle.

### Explanation of the Grant and Terms for the 2017-2018 Grant Cycle

- The VFW Foundation will provide up to \$1,000 to a Post and/or Auxiliary supporting local nonprofits or performing an important outreach in their community.
- The VFW Foundation grant cycle begins on September 1, 2017. Grant submissions will not be accepted before that date.
- A total of \$400,000 has been earmarked for the 2017-2018 grant cycle. Of these funds, a maximum of \$100,000 will be disbursed to applicants seeking grants for building repairs or upgrades. The remaining funds will be awarded to Posts and Auxiliaries conducting community support activities.
- Only VFW Posts and Post Auxiliaries may apply. Departments, Districts and other VFW subordinate organizations are not eligible.
- The grant application deadline is August 1, 2018, but once the \$400,000 budget is exhausted, no further grants will be made until the next grant cycle. Please apply as early as possible in the grant cycle to maximize your opportunity for consideration.

### Post/Auxiliary Eligibility

- The VFW Foundation Post/Auxiliary Community Support Grant is open **only** to VFW Posts and Auxiliaries that are 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).
- Applicants must have an up-to-date Election Report on file at VFW National Headquarters or VFW Auxiliary National Headquarters.
- Applicants must not be suspended or in financial arrears.
- Applicants must not have an outstanding grant report due to the VFW Foundation for grants awarded in previous years.
- VFW Posts and Auxiliaries are limited to one Community Support Grant award per grant cycle.



## **Grant Purpose and Project Eligibility**

The purpose of this grant is to provide financial support to VFW Posts and Auxiliaries for projects that increase their organization's impact on their local communities.

Eligible projects include:

- Community outreach projects, such as hosting a PTSD stand down event, providing holiday meals to the needy, and maintaining Post owned vehicles that transport veterans to medical appointments. These are just a few examples.
- Projects that support local nonprofits within a 25-mile radius of their Post. Examples include donations to a local Boy Scout Troop, Meals on Wheels, etc. The mission of the identified nonprofit does not need to be veteran or military focused, but the project outcome(s) must be focused on community improvement.
- Limited grant funds are available for repairs or upgrades to Post buildings. Please note that the grant application must clearly demonstrate how these improvements will facilitate community service projects. Posts seeking funds for such repairs or upgrades must also provide proof that they have applied for the Home Depot Community Impact grant. This requirement can be satisfied by including a copy of any correspondence from the Home Depot Foundation that demonstrates the Post has applied for their Community Impact Grant.

\*NOTE: Fundraising assistance is available upon request. Please contact Jason Couch, Grants Coordinator, VFW Foundation, at (816) 968-1174 or [jcouch@vfw.org](mailto:jcouch@vfw.org).

Ineligible Requests:

- Grant funds cannot be used to support organizations that solely benefit members of a particular religion or race or any group that denies services based on religious belief or ethnicity.
- Grant funds cannot be used to support political viewpoints, parties, organizations, candidates or legislative/ballot/legal issues.
- Grant funds cannot be distributed directly to any government entity, but may be used to purchase equipment or supplies to be donated to police units, first responder units or public schools.
- Grant funds cannot be used to support Post fundraising initiatives, such as purchasing items for auctions or raffles.
- Grant 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.

## **How to Apply/Decision Notification**

- A VFW Post or Auxiliary members may apply by completing and submitting the application found on pages 4 and 5 of this document.
- The application must be signed by the Post Commander and Quartermaster for a Post grant request, or the Auxiliary President and Treasurer for an Auxiliary grant request.

### How to Apply/Decision Notification (Continued)

- Completed application forms may be sent to the Foundation online by using the “Submit” button; by printing and mailing to the address listed on the application form; or via email to [jcouch@vfw.org](mailto:jcouch@vfw.org).
- Applications will be reviewed in the order they are received. Applicants will be notified of the Foundation’s decision within thirty (30) calendar days of the submission date.
- If you have not received notification within 30 days, please contact Jason Couch at (816) 968-1174 or [jcouch@vfw.org](mailto:jcouch@vfw.org).
- If the project has been approved, a check or notification of ACH from the VFW Foundation will be included with the decision letter. If the project has not been approved, you will be contacted by email or phone by a VFW Foundation staff member.

### Grant Reporting

- A grant report form will be sent with every grant award letter. A copy of this form is provided at the end of this document (Pages 7-8).
- If a Post or Auxiliary does not receive a grant report letter, they may obtain a copy by contacting Jason Couch at (816) 968-1174 or [jcouch@vfw.org](mailto:jcouch@vfw.org) or reference the copy found on pages 7-8 of this document.
- The completed report form must be received by VFW Foundation on or before August 1, 2018. The report must be accompanied by proof of expenditure of all funds granted by the VFW Foundation. Proof of expenditure includes receipts, invoices, copies of checks or acknowledgement letters, etc.
- If a grant recipient fails to submit a report or properly document expenditures, the Post or Auxiliary may be required to return all funds awarded by the VFW Foundation. This may also disqualify the Post or Auxiliary from applying for grants in the future.
- Posts and Auxiliaries are encouraged to acknowledge their grant awards in local media, both in print and electronically. Emphasis should be on how the grant is supporting community improvement. Using the hashtag **#VFWpostpride** will create broader visibility to potential supporters for all levels of the organization, including your Post/Auxiliary, and assist the VFW in promoting and advancing its mission. For assistance with media relations, please contact Jason Couch at (816) 968-1174 or [jcouch@vfw.org](mailto:jcouch@vfw.org).

**PLEASE NOTE: The VFW Foundation Post/Auxiliary and 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 the exclusive determination and discretion of the VFW Foundation Board and its decisions are not subject to review.**

If you have questions regarding this grant, please contact VFW Foundation Grant Coordinator Jason Couch at [jcouch@vfw.org](mailto:jcouch@vfw.org), or by phone at 816-968-1174.



**POST/AUXILIARY COMMUNITY SUPPORT GRANT APPLICATION PAGE 1/2**

Please print or type responses in the space provide. If printed, please be legible. In order for your request to be considered, **ALL FIELDS MUST BE COMPLETED**, including the contact person's name and email address, as well as the leadership's contact information.

VFW Post or Auxiliary # **(Required)**: \_\_\_\_\_

Please place an X here if you are applying on behalf of a VFW Post **(Required)**: \_\_\_\_\_

Please place an X here if you are applying on behalf of an Auxiliary **(Required)**: \_\_\_\_\_

Post Home Mailing Address **(Required)**: \_\_\_\_\_

City **(Required)**: \_\_\_\_\_ State **(Required)**: \_\_\_\_ ZIP Code **(Required)**: \_\_\_\_\_

Post Telephone Number **(Required)**: \_\_\_\_\_

Contact Person for Application **(Required)**: \_\_\_\_\_

Contact Person's Telephone **(Required)**: \_\_\_\_\_

Contact Person's Email Address **(Required)**: \_\_\_\_\_

Name of Post Commander (If VFW Post) **(Required)**: \_\_\_\_\_

Name of Auxiliary President (If Auxiliary ) **(Required)**: \_\_\_\_\_

Commander or President email address and phone number (Cannon be the same as the information for the contact person, unless Commander or President is contact person):

Phone **(Required)**: \_\_\_\_\_ Email **(Required)**: \_\_\_\_\_

Quartermaster or Treasurer email address and phone number (Cannot be the same as the information for the contact person unless Quartermaster/Treasurer is contact person):

Phone **(Required)**: \_\_\_\_\_ Email **(Required)**: \_\_\_\_\_

Amount Requested (Maximum is \$1,000) **(Required)**: \_\_\_\_\_

Does the VFW Post or Auxiliary agree to make copies of all receipts used for the project if you are awarded the grant so as to document that funds were spent as requested? **(Required)**

YES \_\_\_\_\_ NO \_\_\_\_\_

How did you hear about this grant opportunity? (VFW.org, vfwfoundation.org, VFW Magazine, Social Media, Etc.)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Post Quartermaster or Auxiliary Treasurer **(REQUIRED)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Post Commander or Auxiliary President **(REQUIRED)**

\_\_\_\_\_  
Date

### POST/AUXILIARY COMMUNITY SUPPORT GRANT APPLICATION PAGE 2/2

Please consider the following questions and summarize **in 250 words or less** how your Post or Auxiliary would utilize the grant funds.

- (1) What community need will your project address, and how will it impact the local community?
- (2) Who will be impacted or benefit from the grant?
- (3) How will the grant funds be used?
- (4) How will the grant facilitate better involvement of VFW and/or VFW Auxiliary members with their local community?

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Please carefully follow the instructions provided in this application. Applications will only be accepted by online submission, mail and email. Requests received by fax will not be accepted.

If you choose not to submit the grant online,  
please email the completed application to  
[jcouch@vfw.org](mailto:jcouch@vfw.org), or mail a hard copy to:

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

If you have completed this application  
and wish to submit it online for review,  
please click the button below.

**SUBMIT**

## **Frequently Asked Questions (FAQ)**

### **Q: I have some questions about the application, who should I contact?**

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

### **Q: Can my Post and/or Auxiliary request funds for a project that was completed in the past?**

No. A VFW Post or Auxiliary's request for funds to support a project that has already been completed will not be considered.

### **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 entity will not be considered.

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

Yes. Both a VFW Post and its Auxiliary may 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 the project. For instance, Post 1111 and Auxiliary 1111 are jointly hosting a holiday dinner for local homeless families. Post 1111 and Auxiliary 1111 may each apply for a VFW Post/Auxiliary Community Support Grant, and each receive a \$1,000 grant for a combined total of \$2,000 to cover expenses related to the holiday dinner project.

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

All applicants will be sent a notification letter of acceptance or declination from the VFW Foundation within thirty (30) days of the submission date.

### **Q: How are grant proposals to be submitted?**

Online, Email, USPS mail, or delivery services such as FedEx or UPS are all acceptable. See application form for details. Submissions via FAX will **not** be accepted.

### **Q: How are submitted grant proposals evaluated?**

Proposals will be evaluated based on a variety of criteria such as originality, anticipated benefit, and the likelihood that the program will make a meaningful difference in your community.

### **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 outcomes and how the grant funds were utilized. Report guidelines are included on pages 7-8 of this document and will be provided with the award letter.

### **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 August 1, 2018 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](mailto:jcouch@vfw.org) if your Post or Auxiliary is unable to expend all funds 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](mailto:jcouch@vfw.org).

### **Q: Should I include newspaper articles or photos of my project with 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 forward electronic copies and links via email to Jason Couch at [jcouch@vfw.org](mailto:jcouch@vfw.org).



## VFW FOUNDATION COMMUNITY SERVICE 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 August 1, 2018.

These reports allow the VFW Foundation to gauge the success of this grant program. Failure to submit a report may result in your Post or Auxiliary being disqualified from applying for grants in the future. Your compliance with this requirement is greatly appreciated.

Please complete this cover sheet and respond to the questions on the following page.

Please indicate if you are a **VFW Post:** \_\_\_\_\_ or a **VFW Auxiliary:** \_\_\_\_\_

**Post or Auxiliary Number:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**GRANT AMOUNT RECEIVED:** \_\_\_\_\_

**GRANT AMOUNT SPENT:** \_\_\_\_\_

**GEOGRAPHIC AREA SERVED:** \_\_\_\_\_

## VFW FOUNDATION COMMUNITY SERVICE GRANT REPORT FORM PAGE 2/2

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.

1. On what date was your project completed? \_\_\_\_\_
  
2. How has your project made a difference in your community? Did it successfully meet the needs for which funding was requested?  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Were all funds awarded to your Post by the VFW Foundation utilized for the intended purpose stated in your grant request? If not, why?  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Did the Post or Auxiliary work with any other community groups or nonprofits? If so, please name the organization(s).  
\_\_\_\_\_  
\_\_\_\_\_
  
5. How many individuals were impacted by your project? What specific target populations were served?  
\_\_\_\_\_  
\_\_\_\_\_
  
6. 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 and 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.

Please submit this completed form with receipts to [jcouch@vfw.org](mailto:jcouch@vfw.org) or mail to:

**Jason Couch, Grants Coordinator**  
**VFW Foundation**  
**406 W. 34<sup>th</sup> St., Ste. 920**  
**Kansas City, MO 64111**