

VFW POSTS & AUXILIARIES YOU CAN APPLY FOR A COMMUNITY SERVICE MATCHING GRANT

RECEIVE UP TO \$500 TO MAKE YOUR COMMUNITY A BETTER PLACE!

The VFW Foundation wants to help your Post get more involved in your community.

That's why we have established a "VFW Foundation Community Service Matching Grant" open to VFW Posts and their Auxiliaries.

As the name implies this "matching grant" means that if your request is approved, the VFW Foundation will "match" Post or Auxiliary expenditures dollar-for-dollar up to \$500 for your desired community project.

For example, if a Post or Auxiliary spends \$500 on a community project or outreach, the VFW Foundation will provide an additional \$500 to the Post or Auxiliary which will result in a total community commitment of \$1,000.

The application process is simple:

- A VFW Post or its Auxiliary can apply using the attached "VFW Foundation Community Service Matching Grant Application" as found on pages 5-6 (Sections I & II) of this document. The application must be signed and authorized by the Post Commander so that he/she is knowledgeable and supportive of the request.
- After the application is submitted, the Post or Auxiliary will receive notification from the VFW Foundation within thirty (30) calendar days of a decision. If the Post's project has been authorized, a check from the VFW Foundation will be included with the decision letter.
- VFW Foundation grant funds must be expended within six (6) months of the award date which coincides with the time frame expected for project completion.
- A Post or Auxiliary that receives grant funding must complete a Final Report (also provided by the VFW Foundation in the award letter) along with proof of expenditures in the form of receipts or invoice copies that documents spending for their project.



THE VETERANS OF FOREIGN WARS FOUNDATION COMMUNITY SERVICE MATCHING GRANT APPLICATION

THE VETERANS OF FOREIGN WARS FOUNDATION

The Veterans of Foreign Wars (VFW) Foundation is the official 501(c)(3) charity of the Veterans of Foreign Wars of the United States.

THE VFW FOUNDATION COMMUNITY SERVICE MATCHING GRANT

I. OBJECTIVES

1.1 The purpose of this matching grant is to provide financial support to VFW Posts and/or their Auxiliaries to help fund **local community service projects** in the geographic area in which that Post or Auxiliary operates. Most usually “geographic area” is defined to be within a radius of 25 miles of the Post’s official site location.

1.2 **“Community Service Projects” is defined as any outreach activity that has a direct benefit to the local population.** Examples might include (though not limited to) assistance to indigent individuals via homeless shelters, food pantries or access to transportation; programs designed to address the needs of economically disadvantaged children, families or seniors such as meals-on-wheels; unique educational youth development programs; public community beautification; opportunities for athletic, civic, or patriotic sponsorships.

1.3 Funded activities should **NOT** be geared **exclusively** toward the needs of veterans, military service personnel or their families. **If you have a program or outreach activity that directly or solely impacts veterans, military members or their families, please inquire about the VFW Foundation’s regular grant application.** Grant funds will be used to help “general” non-military or mixed general/military populations so as to demonstrate how a VFW Post can make an additional positive impact on its community.

1.4 VFW Posts and/or their Auxiliary can conduct grant activities on their own or leverage grant funds in partnership with other non-VFW charities that have existing programs or services.

1.5 VFW Foundation grant funds must be expended within six (6) months which coincides with the time frame expected for project completion.

II. ELIGIBILITY

2.1 The “VFW Foundation Community Service Matching Grant” is open *only* to VFW Posts and their Auxiliaries which are in good standing with the Veterans of Foreign Wars of the United States—National Headquarters.

2.2 A VFW Post or its Auxiliary can only apply once-per-year for grant consideration. If a particular VFW Post applies, then its Auxiliary cannot also apply and vice versa.

III. VALUE OF GRANTS

3.1 Grant requests from Posts or their Auxiliaries must be in the amount of \$500 or less.

3.2 The VFW Foundation will match dollar-for-dollar Post or Auxiliary expenditures up to \$500 for your desired community project. For example, if a Post or Auxiliary spends \$500 on a community project or outreach, the VFW Foundation will provide an additional \$500 to the Post or Auxiliary which will result in a total community commitment of \$1,000.

IV. INELIGIBLE GRANT ACTIVITIES

4.1 Grant funds cannot be used to promote activities that will benefit a particular religion, race or any other cause that would seek to exclude or discriminate, or to provide assistance only to members of such religion or race.

4.2 Grant funds cannot be made available to any government entity or their agencies (local, state or federal) with the exception of public schools.

4.3 Grant funds cannot be used to benefit a Post or its Auxiliary. For example, funds cannot be utilized to improve or remodel Post facilities, to pay for expenses such as utilities, or to supplement normal Post programs, services or activities.

4.4 Grant funds can only be used for activities associated for direct outreach. Funds cannot be requested to support political viewpoints, candidates or legislative/ballot/legal issues.

4.5 **All requests for funding to build memorials or to make Post repairs will NOT be approved.** Please contact jcouch@vfw.org if you would like assistance with finding funding sources for memorial projects or Post building improvements.

V. APPLICATION PROCEDURE

The application process is simple. A VFW Post or its Auxiliaries can apply using the attached brief “VFW Foundation Community Service Matching Grant Application” as found on pages 5-6 (Sections I & II) of this document. The application must be signed and authorized by the Post Commander so that he/she is knowledgeable and supportive of the request.

After the application is submitted, the Post or Auxiliary will receive notification from the VFW Foundation within thirty (30) calendar days of a decision. If the Post’s project has been authorized, a check from the VFW Foundation will be included with the decision letter.

VFW Foundation grant funds must be expended within six (6) months of the award date which coincides with the time frame expected for project completion.

VI. DEADLINE

There is no official deadline for the “VFW Foundation Community Service Matching Grant Application” in calendar year 2015. The VFW Foundation has limited funding and it is likely that the grant could be exhausted at any time. Therefore, the earlier a Post or Auxiliary submits its application, the better their chance is for funding consideration.

VII. REPORTING

Posts and Auxiliaries that have been awarded a “VFW Foundation Community Service Matching Grant” will need to fill out a follow-up report within six (6) months of the receipt of their grant. This report will document how the money was used. A grant reporting form will be sent with the award notification. **Failure to properly document spending will result in responsibility by the Post to return all VFW Foundation funding that they were awarded.** Posts and Auxiliaries are encouraged to acknowledge this grant in local media, both in print and electronically. Emphasis should be on how the Post or Auxiliary is bettering their community.

PLEASE NOTE: These “VFW Foundation Community Service Matching 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.

SECTION I
VFW FOUNDATION "COMMUNITY SERVICE MATCHING GRANT" APPLICATION

VFW POST #:

ARE YOU APPLYING FOR GRANT ON BEHALF OF (check appropriate box below):

POST _____ AUXILIARY _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE: _____

CONTACT PERSON FOR APPLICATION: _____

TELEPHONE: _____ EMAIL: _____

NAME OF POST COMMANDER: _____

AMOUNT REQUESTED (maximum amount is \$500): _____

DOES THE POST/AUXILIARY AGREE TO MATCH DOLLAR-FOR-DOLLAR THE GRANT AMOUNT IF YOU ARE AWARDED THE GRANT?

YES _____ NO _____

DOES THE POST/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?

YES _____ NO _____

Signature of Post Commander

Date

SECTION II
EXPLAIN NEED FOR FUNDING & HOW IT WILL BE USED

Briefly summarize in 250 words or less how the Post or Auxiliary would utilize the grant money. Please consider the following questions: (1) Why is the grant needed? (2) Who will be impacted or benefit from the grant? (3) How will the grant improve the community? (4) Will it facilitate better involvement of VFW members with their local community?

Please closely follow the instructions provided in this application. Applications will be accepted by mail/email only—NO FAXES!

Mail or email applications to:

VFW FOUNDATION
ATTN: JASON COUCH, GRANTS COORDINATOR
COMMUNITY SERVICE MATCHING GRANT PROGRAM
406 W. 34th Street, Suite 920
KANSAS CITY, MO 64111
jcouch@vfw.org

FREQUENTLY ASKED

Q: I have some questions about the application, whom can I talk to?

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

Q: Can we submit more than one application? No. A VFW Post or its Auxiliaries can only apply once per year for grant consideration. If a particular VFW Post applies then its Auxiliaries cannot also apply and vice versa.

Q: If my Post or Auxiliary does not receive a grant, will we be able to find out why? No. Due to the volume of submissions it is not possible to respond individually to an applicant in detail. Our selection process is confidential.

Q: How will we be notified whether or not our grant proposal was approved? All applicants will receive a notification acceptance or declination letter from the VFW Foundation within thirty (30) days of submission.

Q: How are grant proposals submitted? Email, USPS mail, or delivery services such as FedEx or UPS are all acceptable. If using email, direct 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 such as originality, anticipated benefit, and the likelihood that the program will make a meaningful difference in your community.

Q: If we are awarded a grant, what is the time period in which we have to distribute funds? The grant award needs to be utilized within a six (6) month period. Any money not distributed during this time frame must be returned to the VFW Foundation.

Q: If we receive a grant award, will we be required to submit a project report? Yes. At the end of your project, the VFW Foundation requires a brief one page report (guidelines included with grant award) that describes how the money was used. The guidelines for this report will be included in an award letter if the Post or Auxiliary has been awarded funding. Additionally, if any publicity was obtained (such as a newspaper article on the project), we ask that you mention it or, if possible, attach it to your report. Remember, you will also be asked to document your project spending by providing copies of receipts used for the project.

