

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

RECEIVE UP TO \$1,000 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 Grant" open to VFW Posts and their Auxiliaries.

The VFW Foundation will provide up to \$1,000 to a Post or Auxiliary performing an important and needed outreach in their community!

The application process is simple:

- A VFW Post or Auxiliary can apply using the attached "VFW Foundation Community Service Grant" application as found on pages 4-5 (Sections I & II) of this document. The application must be signed and authorized by the head of your organization (Post Commander or Auxiliary President) 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 project has been approved, a check or notification of ACH 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, invoice copies or copies of check(s) that verify spending for their project.



THE VETERANS OF FOREIGN WARS FOUNDATION COMMUNITY SERVICE 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 GRANT

I. OBJECTIVES

1.1 The purpose of this grant is to provide financial support to VFW Posts and 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 the disabled, economically disadvantaged families (military, veteran or otherwise), seniors such as meals-on-wheels; unique educational youth development programs; public community beautification; opportunities for athletic, civic, or patriotic sponsorships.

1.3 VFW Posts and Auxiliaries can conduct grant activities on their own or leverage grant funds in partnership with other non-VFW charities that have existing programs or services. Funded activities will include only those filling a need that existing VFW national programs and services do not.

1.4 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 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 (if a VFW Post is making the request) or the Veterans of Foreign Wars Auxiliary (if a Post Auxiliary is making the request).

2.2 A VFW Post or Auxiliary can only apply once per fiscal year (VFW Foundation fiscal year begins and ends on September 1) for this grant.

III. INELIGIBLE GRANT ACTIVITIES

3.1 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, race or group.

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

3.3 Grant 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. **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.

3.4 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.

IV. APPLICATION PROCEDURE

The application process is simple. A VFW Post or Auxiliary can apply using the attached brief “*VFW Foundation Community Service Grant Application*” as found on pages 4-5 (Sections I & II) of this document. The application must be signed and authorized by the Post Commander or Auxiliary President 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 project has been authorized, a check or ACH notification 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.

V. DEADLINE

While the official deadline is August 31 of each year, funding for the *VFW Foundation Community Service Grant* is limited and grants are awarded on a first come first serve basis; thus, grant funding could be exhausted at any time. Therefore, the earlier a Post or Auxiliary submits its application, the better their chance is for funding consideration.

VI. REPORTING

Posts and Auxiliaries that have been awarded a “*VFW Foundation Community Service 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 may result in the Post having to return all VFW Foundation funding that they were awarded. Failure to comply will disqualify your Post or Auxiliary from applying in future years.** 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.

If you have pictures from an event funded by a “VFW Foundation Community Service Grant” we would greatly appreciate it if you would upload them to Twitter and Facebook with a short statement and use the hashtag #VFWPostPride

PLEASE NOTE: These “*VFW Foundation Community Service 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 GRANT" APPLICATION

VFW POST or AUXILIARY #:

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 (IF VFW POST): _____

NAME OF AUXILIARY PRESIDENT (IF AUXILIARY): _____

AMOUNT REQUESTED (maximum amount is \$1,000): _____

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 _____

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

Signature of Post Commander or Auxiliary President

Date

FREQUENTLY ASKED QUESTIONS

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 my Post or Auxiliary request Community Service Grant funds for a project that's already complete?

No. A VFW Post or Auxiliary's request for funds for a project that has already been completed will be denied.

Q: Can we submit more than one application? No. A VFW Post or Auxiliary can only apply once per year for grant consideration.

Q: Can a Post and its Auxiliary apply for a grant? Yes. A VFW Post and its Auxiliary can both apply for funding in the same grant cycle, provided that each is applying for a separate project. If both are applying for the same program or project, the second submitted grant request will be denied.

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.

