

# THE VETERANS OF FOREIGN WARS (VFW) FOUNDATION GRANT APPLICATION

Grants will be awarded for activities that directly benefit veterans, active duty military personnel and their families.

Innovation in service delivery, unique program design that addresses an underserved need and the likelihood of sustainability after the grant period ends will be given special consideration.

**Grant requests should provide some kind of direct service to members of the military or veteran communities.**

Requests for the following will **NOT** be approved:

Monument or memorial construction	Cemetery restorations	Reunions or trips
Recognition ceremonies	Oral histories, book or film projects	Individual aid, scholarships
Appeals for unrestricted funds	Art/photographic exhibits/museum activities	Professional conferences
Workshops and scholarly funds	Advertising or mass media campaigns	Medical or scientific research
Hollistic/Theraputic Treatments	Sports related sponsorship/activities	Political causes, legal issues

Special grant consideration will be given to tax exempt VFW Posts/Departments/Auxiliaries and affiliates. These VFW-related entities are eligible to apply if aid is requested for certain distinctive outreach activities. Funds to VFW Posts/Departments/Auxiliaries cannot be used to remodel VFW buildings or for any other purpose related to their normal operation. Moreover, funding will not be given to supplement established VFW programs such as Voice of Democracy scholarships.

Grants may also at times be awarded to charitable organizations that have no connection to the VFW; however applying outside (non-VFW affiliated) organizations must be tax-exempt under Section 501(c)(3) of the Internal Revenue Service code to be considered.

Applications will not be considered that propose assistance to military personnel/families/veterans based primarily on race, religion, etc. Governments (local, state, federal) or their agencies (including public schools, libraries, social services, parks and recreation, etc.) are not eligible to apply.

**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.**

Please closely follow the instructions provided in this application.

**Applications will be accepted by mail/email only.**

Mail or email applications to:

**VFW FOUNDATION  
ATTN: JASON COUCH, GRANTS COORDINATOR  
MILITARY AND VETERANS OUTREACH GRANT PROGRAM  
406 W. 34<sup>th</sup> Street  
KANSAS CITY, MO 64111  
[jcouch@vfw.org](mailto:jcouch@vfw.org)**

Grant award sizes usually vary from \$1,000-\$15,000 with most grants in the \$3,000-\$10,000 range. The total dollar amount for all grants will not exceed \$100,000 in any fiscal year. 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 any questions, contact Jason Couch, Grants Coordinator, at (816) 968-1174 or [jcouch@vfw.org](mailto:jcouch@vfw.org).

**GRANT COVER SUMMARY:**

(PRINT OR TYPE YOUR RESPONSES IN THE SPACE PROVIDED)

LEGAL NAME OF ORGANIZATION:

Hanscom Middle School, Lincoln Public Schools

ADDRESS: 2 Eglin Street

CITY/STATE: Hanscom Air Force Base, MA ZIP CODE: 01731

WEBSITE: <http://lincnet.org/domain/23>

TELEPHONE: 781-274-7720 FAX: 781-274-7329

EMPLOYER ID NUMBER (EIN): \_\_\_\_\_

TYPE OF TAX EXEMPT ORGANIZATION: public school

CONTACT PERSON FOR APPLICATION: Mr. Jason Peledge

TELEPHONE: 617-640-6710 EMAIL: [peledgej@lincnet.org](mailto:peledgej@lincnet.org)

NAME OF EXECUTIVE DIRECTOR: Erich Ledebuhr, Principal of HMS

TELEPHONE: 781-274-7720 EMAIL: [ledebuhre@lincnet.org](mailto:ledebuhre@lincnet.org)

\*\*\*\*NAME OF PRESIDENT OF THE BOARD: \_\_\_\_\_

TOTAL NUMBER OF BOARD MEMBERS: \_\_\_\_\_

TOTAL NUMBER OF ORGANIZATION MEMBERS: \_\_\_\_\_

FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_ VOLUNTEERS \_\_\_\_\_

\*\*\*\*As we are a public school, these questions don't exactly apply to us. Our Superintendent of Schools is Dr. Rebecca McFall. Our School Committee Chairperson is Ms. Jennifer Glass.

NAME OF PROJECT FOR WHICH YOU ARE REQUESTING FUNDS:

HMS Grade 8 "Hands on History"

## **FINANCIAL INFORMATION:**

AMOUNT REQUESTED: \$5,000

YOUR CURRENT AGENCY'S TOTAL ANNUAL BUDGET: \_\_\_\_\_

ANNUAL OR FISCAL YEAR? IF FISCAL, PROVIDE DATES: \_\_\_\_\_

### **SPECIFIC REQUEST DETAILS:**

In no more than five (5) pages (8 ½" X 11", one side only, font type of 12 point), please answer the following questions:

#### **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 allow you more space to elaborate.

#### **II. YOUR AGENCY BACKGROUND: WHO ARE YOU?**

- A. State the mission of your agency, describe its history, service population, geographic area served, typical funding sources (are these most likely corporate, foundation or individual contributions?), etc.
- B. Describe the noteworthy accomplishments of your organization including major programs, events or projects that have been conducted in the past which will demonstrate organizational stability.

#### **III. DESCRIPTION OF PROGRAM: WHAT DO YOU WANT TO DO?**

- A. What is the official name of the project/service that you want to provide? Describe the purpose of this request.
- B. What do you hope to achieve with support from the VFW Foundation? Who will be impacted by your program; specifically, who is your expected service population including age, gender, ethnicity, physical limitations, etc.?
- C. What is the general time frame that you will need to complete project activities?
- D. 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 result. Also explain the potential resources that these other groups might provide such as additional funds, volunteers, skilled managers, etc.
- E. How do you envision this grant request (if awarded) might impact, change or improve your organization and its outreach abilities?
- F. Is this an on-going project? If so, for how many years has the program been in existence?

#### **IV. WHAT IS THE BUDGET FOR THIS PROJECT?**

- A. What is the budget for this program?
- B. Where exactly would grant funding go?
- 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. RATIONALE FOR REQUEST: HOW WILL THE GRANT HELP?**

- 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 problems 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: HOW DO YOU JUDGE SUCCESS?**

- 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.).

## **VII. PROGRAM PROMOTION: HOW WILL YOU ACKNOWLEDGE THE VFW/VFW FOUNDATION IF YOU RECEIVE AN AWARD?**

- A. How will your organization publicly acknowledge a financial award by the VFW Foundation? Examples might include mention on program brochures, press releases to local media, website reference, newsletter articles, sign board outside your organization's building, etc.
- B. The more creative recognition opportunities that you propose, the greater your chances for funding.

### **THE VETERANS OF FOREIGN WARS (VFW) FOUNDATION GRANT APPLICATION CHECKLIST**

Completed applications must include the following attachments:

- A completed VFW Foundation Grant Application Cover Summary sheet (this will not count toward your 5 page proposal limit);
- A completed Proposal Narrative that addresses Specific Request Details (questions I-VII) not exceeding 5 pages;
- Proof of tax exempt status, such as a copy of your IRS Tax Determination letter;
- Your organization's most recent Form 990 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;

## FREQUENTLY ASKED QUESTIONS

**Q: Can we submit more than one application?** No. One application per organization will be accepted per calendar year. 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, though we work with veterans and troops. Will we be able to apply?** No. You must be certified a 501(c)(3) charity. The only exception is that VFW Posts, Departments and Auxiliaries will be allowed to apply.

**Q: If my organization 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 six months of submission.

**Q: How are grant proposals submitted?** Email, USPS mail or overnight services such as FedEx or UPS are all acceptable. If using email, direct to [jcouch@vfw.org](mailto: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 the lives of veterans, active duty military personnel or their families.

**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 one-year time 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. Toward the end of your project year, the VFW Foundation requires a brief one to two page report that describes how the money was used, the approximate number of individuals who benefited and the geographic area of the funds distributed. 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.

**Q: My program does not qualify for this grant. Is there anyway the VFW Foundation can help locate other sources of funding?** Yes, if you would like to request assistance in finding funding sources for a program/project. You may email Grants Coordinator Jason Couch at [jcouch@vfw.org](mailto:jcouch@vfw.org).

