



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

**VETERANS' TRUST FUND GRANT PROGRAM
NOTICE OF GRANT ANNOUNCEMENT AND GUIDELINES**



pennsylvania
VETERANS' TRUST FUND

APPLICATIONS DUE: NOVEMBER 08, 2023

TABLE OF CONTENTS

<i>NOTICE OF FUNDING ANNOUNCEMENT</i>	4
<i>GRANT GUIDELINES</i>	6
<i>GRANT OPPORTUNITY</i>	6
<i>I. Nonprofit/Service Organization</i>	6
A. Beneficiaries.....	6
B. Eligibility.....	6
C. Funding	6
D. Priorities.....	7
E. Ineligible Grant Applications	7
<i>II. County Director for Veterans Affairs</i>	8
A. Eligibility	8
B. Funding	8
C. Primary Applicant	8
D. Priorities.....	8
E. Ineligible Grant Applications.....	9
<i>APPLICATION PROCESS</i>	9
A. Deadline	9
B. Format	9
C. Supporting Documentation.....	9
D. Signatures.....	10
E. Contact Information.....	10
<i>EVALUATION PROCESS</i>	10
A. Competitive Submissions.....	10
B. Grant Proposals	10
C. Scoring	10
D. Review	10
E. Compliance.....	10
<i>AWARD PROCESS</i>	11
A. Announcements.....	11
B. Agreement	11
C. Period of Performance.....	11
D. Payment.....	11
E. Reporting.....	12
F. Audits.....	12
G. State Labor Law	12
<i>APPENDICES</i>	14

KEY DATES

October 03, 2023	Notice of Funding Announcement Release Date
October 11, 2023 @11:00 a.m.	<p>TEAMS Meeting</p> <p><u>To follow along with virtual presentation</u></p> <p style="text-align: center;">Download Teams Join on the web</p> <p style="text-align: center;">(Join on the web link)</p> <p style="text-align: center;">(Meeting ID, if needed: 278-193-727-538)</p> <p style="text-align: center;">Enter passcode: qJbNJW</p> <p style="text-align: right;"><u>To Dial-in Only</u></p> <p style="text-align: right;">Call: 267-332-8737</p> <p style="text-align: right;">Enter Conference ID: 81944736</p>
November 08, 2023	<p>Application Due Date:</p> <p>Emailed Applications must be submitted to:</p> <p style="text-align: center;">RA-MVVetTrustFund@pa.gov</p> <p>Mailed Applications must be submitted to:</p> <p style="text-align: right;">Department of Military and Veterans Affairs ATTN: Veterans' Trust Fund Office of Veterans Affairs Bldg. 0-47, Fort Indiantown Gap Annville, PA 17003-5002</p> <p style="text-align: center;">**Please note, this may be the last year for mail-in applications</p>
June 1, 2024	Period of Performance Start Date
May 31, 2025, or November 30, 2025, or May 31, 2026	<p>Period of Performance End Date(s)</p> <p style="text-align: center;">**The end date of the grant is determined by the number of months selected for the Project Period on the cover page of the application</p>
August 31, 2025, or February 28, 2026, or August 31, 2026	<p>Final Program Financial Statement or Audit Due Date</p> <p style="text-align: center;">*Due 3 or 6 months after performance period ends</p>

2023-24
VETERANS' TRUST FUND
NOTICE OF FUNDING ANNOUNCEMENT

The Commonwealth of Pennsylvania, Department of Military and Veterans Affairs (DMVA) is pleased to announce the opening of its fiscal year 2023-24 Veterans' Trust Fund (VTF) grant cycle.

1. WHAT IS THE PURPOSE OF THE GRANT?

The VTF grant funding is for new, innovative, and/or expanded programs or services that increase or improve services to veterans in their county, region, or across the Commonwealth.

2. WHO IS ELIGIBLE TO APPLY?

The VTF considers grant applications from organizations that are determined as:

- Veterans' Service Organization (VSOs) with 501(c)(19) status under the Internal Revenue Code;
- Non-profit organizations with a mission of serving Pennsylvania veterans granted 501(c)(3) status under the Internal Revenue Code; and
- County Directors of Veterans Affairs or the Pennsylvania Association of County Directors of Veterans' Affairs.

3. HOW MUCH CAN BE REQUESTED?

The VTF does not set a minimum amount for grant awards. The maximum amounts are listed below:

- Grants of up to \$40,000 are available for the following types of eligible applicants:
 - veterans' service organizations (VSOs) with 501(c)(19) status under the Internal Revenue Code; and
 - non-profit organizations with a mission of serving Pennsylvania veterans granted 501(c)(3) status under the Internal Revenue Code.

- Grants of up to \$15,000 are available for the following types of eligible applicants:
 - individual eligible counties; and
 - the Pennsylvania Association of County Directors of Veterans Affairs. Please send an email to RA-MVVetTrustFund@pa.gov for further details on the available funding.

4. IS THERE A MATCH REQUIREMENT FOR FUNDS RECEIVED?

It is preferred that the funds be matched by funding from another source, but it is **not** a requirement.

5. WHAT ARE THE PRIORITY AREAS?

For Veterans' Service Organizations/ Non-profit organizations:

- | | |
|---------------------------|--------------------------------------|
| • Transportation Services | • Behavioral Health/Mental Health or |
| • Food Insecurity | Suicide Prevention Initiatives |
| • Housing Insecurity | • Legal Assistance |

For County Directors of Veterans Affairs/ Pennsylvania Association of County Directors of Veterans' Affairs:

- Veteran Outreach Initiatives



6. WHAT ACTIVITIES MAY NOT RECEIVE FUNDING?

- New construction projects (Exception - Grant applications for renovations/repair projects to an existing building are eligible for award.);
- The purchase of vehicle(s); and
- Administrative personnel costs exceeding 10% of the requested dollar amount. Administrative costs are those **expenses incurred by grant recipients or sub-recipients in support of the day-to-day operations of their organization**. These overhead costs are the expenses that are not directly tied to a specific program purpose.

7. WHAT IS THE PROJECT TIMELINE?

Applicants should base proposals on projects beginning on June 1, 2024. Expenses incurred prior to June 1, 2024, are not payable or reimbursable with funds from this grant.

8. HOW TO APPLY?

It is preferred that applications are submitted via email to RA-MVVetTrustFund@pa.gov

A paper copy may be mailed to the address below, although this may be the last year for paper applications:

Department of Military and Veterans Affairs
Office of Veterans Affairs
ATTN: Veterans' Trust Fund
Building 0-47 Fort Indiantown Gap
Annville, PA 17003-5002

9. WHEN ARE APPLICATIONS DUE?

Applications must be **received** by DMVA, whether submitted by mail or electronically, by **2:00 p.m. Eastern Standard Time on Wednesday, November 08, 2023**. Please note that late or misdirected submissions not physically or electronically received by this date and time will be administratively rejected without review.

10. WHEN WILL APPLICANTS BE NOTIFIED?

DMVA anticipates informing applicants of award status in February of 2024. A press release announcing all awards will be issued in late spring/early summer.

11. WHEN WILL FUNDS BE RELEASED?

Funds will be scheduled for disbursement upon full execution of the grant agreement, which all organizations are required to sign. This process may take approximately 2 months to complete, and receipt of payment will occur approximately 15-30 days later.

12. WHAT IS THE CONTACT INFORMATION?

Please submit questions to the Veterans' Trust Fund resource account at RA-MVVetTrustFund@pa.gov.

2023-24
VETERANS' TRUST FUND
GRANT GUIDELINES

GRANT OPPORTUNITY

Grants will be considered in the following areas:

- I. Competitive grants to 501(c)(3) charitable organizations and 501(c)(19) veterans' service organizations.
 - A. Beneficiaries. Grant applications will be accepted for programs and services that benefit Pennsylvania veterans and their families.
 - B. Eligibility. Organizations eligible to apply for grants in this category include 501(c)(3) charitable organizations that serve Pennsylvania veterans and 501(c)(19) veterans' service organizations that serve Pennsylvania veterans.
 1. Organizations previously awarded VTF grants are ineligible to receive a new VTF grant if:
 - a. all previously awarded grant funds have not been expended by May 31, 2024; or
 - b. closeout requirements for any previous grant (e.g., reports, financial statements or audits) are outstanding.
 2. Organizations with a prior history of delinquent reports or audits, project period extensions, or the inability to fully execute grant funds may be deemed ineligible.
 3. Applications must include documentation (e.g., mission statement, charter, bylaws) that establishes that one of the organization's primary missions is serving Pennsylvania veterans or their families.
 - C. Funding. DMVA expects to award multiple grants in the above area.
 1. There is no minimum dollar amount for VTF grant applications or awards.
 2. **The maximum award to a veterans' service organization or non-profit is \$40,000.**
 - a. An applicant may submit multiple grant applications if each application is clearly for a distinct project or initiative that can be awarded and implemented individually. Proposals that accomplish the same mission or objective should be submitted as one grant application.
 - b. Regardless of the number of applications submitted, no more than \$40,000 will be awarded to one organization in this grant cycle.
 3. Cash matching funds or in-kind assistance is not required however, is encouraged in order to leverage VTF grant funding.
 4. DMVA reserves the right to award grants in an amount less than the applicants requested funding.

5. Organizations which choose to accept a reduced award must submit a revised budget and narrative for the new dollar amount, which may be offset by reducing the programs or services provided.
- D. Priorities. DMVA's funding priorities for this grant cycle are veterans' initiatives focused on areas of need associated with the following:
1. Veterans Transportation Services -
 - a. Programs or services that address or provide safe and reliable transportation to veterans in need of assistance traveling to and from VA health care facilities and authorized non-VA health care appointments; or
 2. Food Insecurity -
 - a. Programs or services that provide nutritional food to veterans in need; or
 3. Housing Insecurity -
 - a. Transitional housing initiatives; or
 - b. Programs that provide long-term relief for homeless veterans in support of the U.S. Department of Veterans Affairs initiative to end veteran homelessness; or
 - c. Programs or services that provide financial assistance to veterans battling housing insecurities; or
 4. Behavioral Health/Mental Health or Suicide Initiatives -
 - a. Initiatives aimed at providing behavioral health, mental health, and/or suicide awareness and prevention tools for Service Members, Veterans and their Families (SMVF); or
 - b. Programs that provide services to SMVF who are veterans battling suicidal thoughts or ideations; or
 5. Legal Assistance –
 - a. Initiatives that offer support to veterans facing legal matters limited to discharge upgrades, mortgage foreclosure and/or landlord/tenant issues.

Note: Applicants must select at least one priority area listed above on the cover page of the application. Selection of more than one priority area is permitted if the services and/or programs offered support more than one area of need. Details must be provided in the application to justify the priority area selection(s).

- E. **Ineligible Grant Applications. Grant applications for the following types of programs and projects are ineligible for an award:**
1. New construction projects (Exception - Grant applications for renovations/repairs projects to an existing building are eligible for award.); or
 2. The purchase of vehicle(s); and
 3. Administrative personnel costs exceeding 10% of the requested dollar amount. Administrative costs are those **expenses incurred by grant recipients in support of the day-to-day operations of their organization**. These overhead costs are the expenses that are not directly tied to a specific program purpose.

- II. Grants for activities and programs operated by County Directors of Veterans Affairs or the Pennsylvania Association of County Directors of Veterans' Affairs.
- A. Eligibility. Competitive grant applications under this section may be submitted by a Pennsylvania County Director of Veterans Affairs on behalf of the county that employs the director, a combination of Pennsylvania County Directors of Veterans Affairs on behalf of the group of counties involved or by the State Association of County Directors of Veterans' Affairs.
1. Counties that were awarded prior VTF grants are ineligible to receive a new VTF grant if:
 - a. all previously awarded VTF grant funds have not been expended by May 31, 2024; or
 - b. prior VTF closeout requirements, such as reports, financial statements or audits, are outstanding.
- B. Funding. DMVA expects to award multiple grants in the above area.
1. There is no minimum dollar amount for grant awards.
 2. **The maximum award to a county is \$15,000, regardless of whether grant applications are submitted by an individual county or as part of a joint application with two or more counties.**
 3. Joint applications by two or more counties are permissible subject to the following condition:
 - Counties that choose to submit joint applications are limited to the maximum award of **\$15,000 per eligible county.**
 4. The State Association of County Directors of Veterans Affairs ("Association") may request funding up to the maximum available amount during the grant cycle. If a county receives a benefit from the Association's award, the value of the benefit will count towards the \$15,000 maximum award for that individual county. Questions pertaining to the maximum available funds should be sent to RA-MVVetTrustFund@pa.gov.
 5. DMVA reserves the right to award grants in an amount less than the applicants requested funding.
 6. Applicants which choose to accept a reduced award must submit a revised budget and narrative for the new dollar amount, which may be offset by reducing the programs or services provided.
- C. Primary Applicant. Joint applications must clearly identify one primary county to serve in a fiduciary capacity. This county must sign the grant agreement and accept full responsibility for the proper accounting and execution of funds, program implementation, reporting, and audit requirements.
- D. Priorities. Priorities for this grant cycle are new, innovative, and/or expanded outreach activities or programs that increase awareness or improve the delivery of services to veterans in the county, region, or across the Commonwealth. Outreach is defined as an activity of providing services to populations who might not otherwise have access to those services. A key component of outreach is that the individuals providing services are not stationary, but mobile; in other words, they are meeting veterans in need of services where those veterans are located. In addition to delivering services, outreach has an

educational component that involves raising awareness of existing services. These initiatives should focus on areas of need associated with the following:

1. Veteran Outreach Initiatives –
 - a. Initiatives that implement or improve veteran outreach within Pennsylvania at the community, county, regional, or at the commonwealth level; or
 - b. Enhance veteran service officer and advocate capabilities within a county or across a region or at the commonwealth level; or
 - c. Programs that address emerging needs within the county or region (e.g., transportation, food insecurities, suicide prevention, legal assistance).

E. Ineligible Grant Applications: Grant applications for the following types of programs and projects are ineligible for award:

1. New construction projects (Exception - Grant applications for renovations/repairs to an existing building are eligible for award.);
2. The purchase of vehicle(s); and
3. Administrative personnel costs exceeding 10% of the requested dollar amount. Administrative costs are those **expenses incurred by grant recipients or sub-recipients in support of the day-to-day operations of their organization**. These overhead costs are the expenses that are not directly tied to a specific program purpose.

APPLICATION PROCESS

A. **Deadline.** Grant applications must be **received** by DMVA via email or mail by **2:00 p.m. EST on Wednesday, November 08, 2023**. Late or misdirected submissions received after the deadline will be administratively rejected without review.

1. Applications should be sent via email to RA-MVVetTrustFund@pa.gov.
2. Paper applications must be received at DMVA by the deadline. The DMVA's mailing address is:

Department of Military and Veterans Affairs,
Office of Veterans Affairs
ATTN: Veterans' Trust Fund
Bldg. 0-47, Fort Indiantown Gap, Annville, PA 17003-5002.

B. **Format.** An electronic application template is available on the VTF webpage at [Veterans Trust Fund Grant Program \(pa.gov\)](http://VeteransTrustFundGrantProgram.pa.gov).

1. Grant applications must include a cover page, organizational summary, program narrative, budget worksheet, and budget narrative.
2. The application may not exceed 10 letter-size (8½" x 11") pages using 12-point font or larger.

C. **Supporting Documentation.** Supporting documents will not count toward the ten-page application limit.

1. Applications must include an IRS letter verifying that the organization is a 501(c)(3) tax-exempt charitable organization or a 501(c)(19) veterans' service organization under the Internal Revenue Code. The organization's name and federal Employer Identification Number (EIN) on the grant application must match that shown on the IRS letter.
 2. Letters of support, commitment, or participation from partnering agencies or organizations may be included with the application. **Please address letters of support to Grants Manager for Office of Veterans Affairs or To Whom It May Concern.**
 3. Charitable organizations must submit the minimum number of documents necessary to establish that serving Pennsylvania veterans or their families is one of their organization's primary objectives and that programs or services are to benefit Pennsylvania veterans or their families. Examples include mission statements, charters, bylaws, and project descriptions.
 4. Charitable organizations permitted by law to evaluate and provide mental health care to patients must provide credentials verifying approval of such services.
- D. Signatures. Grant applications must contain the signature and printed name, rank, and title of the most senior authorized official representing the organization, e.g., Adjutant, President, or Board Chairperson.
- E. Contact Information. Telephone numbers and email addresses must be provided for the senior authorized official signing the grant application as well as the day-to-day points of contact for program and financial administration.

EVALUATION PROCESS

- A. Competitive submissions. The application must contain sufficient detail to allow DMVA staff to evaluate the organization's experience and ability to successfully carry out the purpose of the grant if funding is awarded.
- B. Grant proposals. Proposals will be reviewed and scored by a grant committee appointed by The Adjutant General. The committee will include: the Chairman of the State Veterans' Commission, the Deputy Adjutant General for Veterans' Affairs, the Deputy for Administration, the Executive Deputy Secretary or designee; and/or such other members as may be appointed by The Adjutant General.
- C. Scoring. No County Director of Veterans Affairs or officer or director of the Pennsylvania Association of County Directors of Veterans' Affairs shall participate in the review or scoring of a grant application in which his/her county or state association is an applicant.
- D. Review/Scoring. No officer, director, or designee of an organization shall participate in the review or scoring of a grant application for any grant in which the organization is an applicant.
- E. Compliance. An organization's/county's ability to execute funding and comply with grant requirements, as demonstrated during prior VTF grant awards, may be considered when evaluating applications. Less favorable consideration may be given to organizations/counties with a history of: delinquent reporting or audit submissions, inadequate planning or coordination, requests for multiple project period extensions

or major budget revisions, and/or lack of administrative oversight that resulted in the return of unspent funds.

AWARD PROCESS

A. Announcements.

1. The anticipated announcement of grant awards is February 2024.
2. The Commonwealth of Pennsylvania, through the Governor's Office or DMVA, may announce awards by issuing a press release prior to recipient notification of award.
3. Applicants will receive written notice of their application status following award announcements.

B. Grant Agreement. Written grant agreements will be issued for signature and approval by the Commonwealth of Pennsylvania and the grantee. Grant agreements for counties will be executed between DMVA and County Commissioners. Grant agreements shall include the Commonwealth's standard terms and conditions.

1. Effective Date.

- a. A grant agreement will be fully executed when both parties and all the required commonwealth signatories have signed the document.
- b. The effective date of a grant agreement will be the date the last signature is affixed by the Commonwealth.
- c. Costs incurred by the grantee after the period of performance begins on June 1, 2024, but prior to the full execution of the grant agreement, are incurred at the sole risk of the grantee in the event that the grant agreement is not fully executed.

2. The grant agreement will contain information regarding usage of the Veterans' Trust Fund logo on grant-funded media, publications, or materials.

3. The grant agreement will provide for the return of any unspent funds to the VTF at the expiration of the grant period.

C. Period of Performance. The period of performance of a grant will commence on June 1, 2024, and may run for a period of 12, 18 or 24 months. The requested period of performance should be based on the complexity of the initiative and the length of time necessary to accomplish the program objective.

D. Payment. VTF grants are disbursed in full upon completion of a fully executed grant agreement.

1. **Vendor Number.** As a prerequisite to the approval or payment of any funding, organizations/counties must register and obtain a vendor number from the Commonwealth of Pennsylvania. There is no cost to obtain a vendor number. Register online at

<https://pasupplierportal.state.pa.us/irj/portal/anonymous>. Applicants are encouraged to obtain a vendor number during the application period, prior to awards.

- a. An organization/county must provide an IRS Form W-9 when applying for a vendor number. The organization's name and EIN on the W-9 must be identical to the name associated with its vendor number. This name and identification number must match the grant application as well.
 - b. In the Commonwealth's vendor registration system, county offices or departments are usually identified by a three-digit suffix or "partner record" associated with an existing vendor number under the hierarchy of the County Commissioners.
 - c. Questions about vendor numbers and the vendor registration process should be directed to the Customer Service Call Center at 717-346-2676 (Harrisburg area) or 1-877-435-7363 (toll free).
2. Electronic Payments. The Commonwealth of Pennsylvania requires payees to participate in the Pennsylvania Electronic Payment Program. Banking information must be entered in the secure vendor portal to issue payments via electronic funds transfer. This expedites payments and eliminates lost or misdirected checks.
- E. Reporting. The grant agreement will include provisions for monthly or quarterly reporting on financial obligations and expenditures, as well as performance measures and outcomes. The reporting frequency will be based upon the length of the grant period and the award amount. At its discretion, DMVA may require interim or more frequent reporting, conduct on-site visits, and review documentation of grant-funded programs, purchases, and events.
- F. Audits.
1. If a grant award is less than **\$40,000**, the grantee must submit a compiled financial statement no later than three (3) months after the date of expiration/termination of the grant agreement.
 2. If a grant award is **\$40,000**, the grantee must submit a final audit, performed by a Certified Public Accountant, no later than six (6) months after the date of expiration/termination of the grant agreement. Audits performed under the Single Audit Act of 1984 will not be accepted in lieu of a project audit. A project audit must be a financial audit conducted in accordance with the provisions of the U.S. General Accounting Office's Government Auditing Standards, current revision.
 3. The cost of obtaining a compiled financial statement or conducting a project audit is an allowable expense to be paid with grant funds.
 4. Interim or post-award audits may be conducted by DMVA, the Office of State Inspector General, the Auditor General or the Attorney General of Pennsylvania. Any audits by the Commonwealth of Pennsylvania, its agencies or assigns, will be conducted at no cost to the grantee.
- G. State Labor Law and Workforce Safety Law Compliance. The grantee must be in compliance, and maintain compliance, with all applicable Pennsylvania state labor law and workforce safety laws and execute a corresponding certification. The laws include, but are not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act



2023-24
VETERANS' TRUST FUND
GRANT APPLICATION

ORGANIZATION: _____ WEBSITE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTY: _____

CONTACT PERSON: _____ TITLE: _____

PHONE #: _____ ALTERNATE#: _____ EMAIL: _____

PROJECT DIRECTOR: _____ PHONE: _____ EMAIL: _____

FINANCIAL OFFICER: _____ PHONE: _____ EMAIL: _____

FEDERAL EMPLOYER ID # (EIN): _____ PA VENDOR #: _____

LEGISLATIVE DISTRICTS: PA HOUSE #: _____ PA SENATE #: _____ Information can be found at http://www.legis.state.pa.us

U.S. HOUSE DISTRICT #: _____ Information can be found at http://www.house.gov

PROJECT TITLE: _____ PROJECT PERIOD MONTHS: 12 _____ 18 _____ 24 _____

GRANT REQUEST: \$ _____ MATCH: \$ _____ TOTAL COST: \$ _____

ELIGIBILITY: NON-PROFIT CHARITABLE ORGANIZATION With 501(c)(3) Status? YES _____ NO _____
VETERANS' SERVICE ORGANIZATION With 501(c)(19) Status? YES _____ NO _____

PRIORITY AREAS: 1. _____ TRANSPORTATION SERVICES 3. _____ HOUSING INSECURITY
2. _____ FOOD INSECURITY 4. _____ BEHAVIORAL HEALTH/MENTAL HEALTH OR SUICIDE PREVENTION INITIATIVES
5. _____ LEGAL ASSISTANCE

ELIGIBILITY: COUNTY DIRECTORS OF VETERANS AFFAIRS YES _____ NO _____

PRIORITY AREA: 1. _____ VETERAN OUTREACH INITIATIVES

The undersigned hereby certifies that the information contained in this proposal is true and correct to the best of my knowledge and that I am authorized to submit this application on behalf of this organization.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

PHONE: _____ EMAIL: _____

Mailing Address
Department of Military & Veterans Affairs
Office of Veterans Affairs
ATTN: Veterans' Trust Fund
Building 0-47 Fort Indiantown Gap
Annville, PA 17003-5002

Contact Information
Email: RA-MVVetTrustFund@pa.gov
Phone: 717-861-6979
Deadline: November 8th, 2023 by 2PM EST

Required Attachments
Cover Page (this page)
Organizational Summary
Program Narrative
Budget Worksheet and Budget Narrative
IRS letter of 501(c)(3) or (c)(19) status

ATTACHMENT 1. ORGANIZATIONAL SUMMARY. Describe your organization, its history, the purpose for which it was created, year of inception, mission, organizational oversight, and grant proposal. Identify partnerships with other military or veterans' organizations and veteran participation.

ATTACHMENT 2. PROGRAM NARRATIVE. Explain how your organization plans to use the grant funding, if awarded. Include program objectives, a timeline, performance measures, and anticipated outcomes. If you offer mental health services, supporting credentials must be provided.

ATTACHMENT 3. BUDGET WORKSHEET. Identify grant expenditures by budget category and list additional funding, if applicable, for the project's total cost. Applicants may add, delete, or rename the budget categories shown below to reflect their particular grant. **The maximum grant request from a VSO or non-profit is \$40,000. The maximum grant request from a county is \$15,000.**

BUDGET CATEGORY	DESCRIPTION	GRANT REQUEST	(OPTIONAL) MATCHING FUNDS	TOTAL COST
ADMINISTRATIVE PERSONNEL (NOT TO EXCEED 10%)				
CONTRACTED PERSONNEL				
STAFF TRAVEL				
STAFF TRAINING				
FACILITIES				
EQUIPMENT				
SUPPLIES				
EMERGENCY AID				
MARKETING & PUBLICATIONS				
CONTRACTED SERVICES				
CONSTRUCTION				
AUDIT				
OTHER				
OTHER				
TOTAL				

ATTACHMENT 4. BUDGET NARRATIVE. Explain in chronological order how your organization plans to execute this funding. Include detailed budget requirements, cost calculations, and additional sources of funding, if applicable.