

## NONPROFIT GRANT APPLICATION

### Organization Information

Name of Organization:

Legal Name, if Different:

Mailing Address:

City/State/Zip:

Additional Locations:

Contact Name:

Email:

Executive Director:

Telephone:

Website Address:

Fax No:

Federal Tax I.D. Number:

Date of IRS 501(c) (3) determination letter:

No. of Years in Service:

How many people are served annually by your organization?

### Please respond to the following questions on a separate sheet(s) of paper:

- A. **Background and Organizational History:** Please briefly describe your organization, organization's mission and goals, and how your organization's program of services supports the needs of Wisconsin veterans.
- B. **Organizational Qualifications and Past Performance:** Please briefly describe your organizational experience providing financial assistance and/or other services to veterans and their families in underserved populations or underserved geographic areas of the state.
- C. **Experience Working with Veterans and Their Families:** Please briefly describe your organizational experience coordinating services for veterans and their families among multiple organizations, federal, state, local and tribal governmental entities. What were the specific needs of the target population and how did you address the needs.
- D. **Need for Grant Funding:** Please briefly describe: (1) dollar amount of grant requested (include detailed budget proposal); (2) purpose of the grant; and (3) how the grant will address the needs of veterans and their families in your community. If you received a grant from WDVA in the past five years, please describe the type of grant(s) received, the amount of the grant and date the grant(s) was received.
- E. **Outreach and Screening Plan:** Please briefly describe your organization's outreach and screening plan (include your referral process and how your organization will assess the needs of participants).
- F. **Program Implementation Timeline:** Please briefly describe your implementation plan and timeline for providing service to veterans under this grant.
- G. **Monitoring and Program Evaluation:** Please briefly describe the financial and operational controls your organization has in place to ensure the proper use of grant funds. Also describe how your organization will evaluate program effectiveness.
- H. **Program Goals and Objectives:** Please briefly describe the program goals and objectives to be reached and the

methods to be employed to achieve the stated objectives.

- I. **Past Working Relationships with Veteran Service Organizations:** Please provide three Letters of Support from Veteran Service Organizations your organization has worked with within the past three years.
- J. **Integration of Outreach and Employment Services:** Please briefly describe your organization's experience: (1) providing services that assist veterans seeking employment; and (2) increasing awareness of veterans state benefit programs and services through improved outreach efforts.

### Terms and Conditions

It is understood and agreed by the undersigned that:

- By submitting this application, I certify that to the best of my knowledge and belief, the information submitted is true and correct;
- Funds granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of this state. Funds granted may not be used to supplant existing employee wages and compensation and may not be used to purchase capital equipment unless specified in the grant award. Additionally, grant funds shall be maintained in a separate account subject to audit by the Wisconsin Department of Veterans Affairs;
- Funds awarded may be reduced, suspended, or terminated at any time for violations of any terms and requirements of this agreement;
- Any proposed changes in this grant request as approved will be submitted in writing by the applicant and upon notification of approval by the state shall be deemed incorporated into and become part of this agreement;
- By submitting this application, I certify that the applicant has disclosed and will continue to disclose any occurrences or events that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory interventions or inadequate funding for the purposes listed in this grant application;
- The applicant understands this application and other materials submitted to the Wisconsin Department of Veterans Affairs (WDVA) may constitute public records subject to disclosure under Wisconsin's Public Records Law, § 19.31 et. seq. the applicant will mark documents "trade secret" or "confidential" where appropriate for financial or other sensitive materials that should be, to the extent possible, kept in confidence. WDVA will notify the applicant if it receives a public records request for material so marked;
- The applicant agrees to comply with all state and federal civil rights laws of the Federal Civil Rights Act of 1964;
- By submitting this application, I certify that the applicant is in compliance with applicable state and federal laws, rules, and regulations, including tax laws and requirements of the grant award;
- The applicant agrees that no grant appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, any member of the Wisconsin Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan, or cooperative agreement; and
- By submitting this application, I certify that the designated signatory official has the authority to sign on behalf of the applicant and has the authority to accept funds.

The undersigned certifies they are authorized to complete this application:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

## Required Attachments

### For Grants under \$5,000:

1. Grant Request Cover letter that includes a synopsis of the grant proposal and amount of grant requested.
2. IRS determination letter certifying 501(c) (3) status.

### For Grants over \$5,000:

1. Grant Request Cover letter that includes a synopsis of the grant proposal and amount of grant requested.
2. IRS determination letter certifying 501(c) (3) status.
3. Income statement and balance sheet for most recent fiscal year (preferably independently audited).
4. If the grant is for a specific project, provide a detailed budget for the project.
5. List of board members and/or executive officers, including titles and affiliations.
6. Most recent annual report or other literature summarizing programs.

To be considered for a grant, the application must be submitted by the date and time indicated on the Public Notice Announcement.

Please print the completed application, attach the required documentation, and mail to:

Chad McCafferty  
Wisconsin Department of Veterans Affairs  
Division of Veterans Benefits  
201 West Washington Avenue  
Madison, WI 53707

## Contact Information

**Chad McCafferty**  
Wisconsin Department of Veterans Affairs  
Division of Veterans Benefits  
201 West Washington Avenue  
Madison, WI 53707  
Email: [vetsbenefitsgrants@dva.wisconsin.gov](mailto:vetsbenefitsgrants@dva.wisconsin.gov)  
Phone: (608) 266-3028 or 1-800-947-8387

## Grant Scoring and Evaluation

The Evaluation Committee will rate applications on a 100 point scale, based upon the following point values:

- Background and Organizational History (up to 5 points)
- Organizational Qualifications and Past Performances (up to 10 points)
- Experience Working with Veterans and Their Families (up to 10 points)
- Need for Grant Funding (up to 30 points)
- Outreach and Screening Plan (up to 5 points)
- Program Implementation Timeline (up to 5 points)
- Monitoring and Program Evaluation (up to 10 points)
- Program Goals and Objectives (up to 5 points)
- Past Working Relationships with Veteran Service Organizations (up to 10 points)
- Integration of Outreach and Employment Services (up to 10 points)

- The Evaluation Committee will weigh the importance of each evaluation criterion by assigning points to it. Using the evaluation criteria specified above the Evaluation Committee will evaluate each application against each applicable criterion and assign points signifying the degree to which the application meets the criterion up to the maximum number of points. The total points assigned to the application for all applicable criteria will be the score for the application. The Evaluation Committee will numerically rank each application.

<b>Timeline (Subject to Change)</b>	
<b>Date</b>	<b>Milestone</b>
September 1, 2016	Grant opportunity announcement
October 31, 2016	Deadline for submitting applications
November 14, 2016	Applications to be reviewed by the Evaluation Committee
November 21, 2016	Evaluation Committee will make recommendations to WDVA Secretary
November 28, 2016	WDVA Secretary to review grant recommendations by the Evaluation Committee
December 8, 2016	Award notices issued
December 15, 2016	Signing of Grant Agreements by awardees
December 22, 2016	Grant checks issued