

2017-2018 AMVETS Post Grant Application Instructions

Dear Grant Applicant:

The Department of California Service Foundation has changed the grant guidelines. As a 501 (c)(3) our focus will have a veteran-centric focus. The more your request provides direct services to veterans (with the ability to show outcomes and demographics of veterans served) the better a chance the auxiliary has to get a grant for their project.

These standards will make the grant process more competitive and will require additional documentation not previously required, but they are necessary for our transparency and accountability.

Some auxiliaries might decide to do independent fundraising to enable them to be more independent in their operations. Should you require ideas on how to raise independent funds for your post auxiliary, please do not hesitate to contact the grants manager. Should you choose to apply for a grant, please read the following carefully.

APPLICATION PROCESS

The AMVETS Post Grant Application packet consists of the Instructions, Cover Page, Contact Page, Grant Request Form, Budget Worksheet and an accounting of your volunteer hours. The AMVETS Dept. of CA Service Foundation does not fund donations (to other organizations), publication and advertising expenses, salaries or volunteer travel miles, and anything outside the scope of the Project Narrative.

Please note that any award granted must be spent by December 31, 2017-2018. The Service Foundation will also require a full accounting of all monies spent no later than thirty (30) days after the completion of the grant. The Service Foundation Grant Cycle runs calendar (Jan. to Dec.). If an applicant is applying for a grant that will span across two Grant Cycles, it must be clearly stated in the Project Narrative and supported in the need for services and in the budget.

The award of a grant to an AMVETS Post constitutes a contract between the Post Applicant and the AMVETS Dept. of CA Service Foundation. The Post Applicant will be held to the terms set forth by the Grant Request Form, the Budget Worksheet, and outlined in the Award Letter. Breach of the terms of the Grant Request Form or the Budget Worksheet may result in the negation of the Grant, the return of the award to the Service Foundation and ineligibility to apply for a grant for one-year.

ELIGIBILITY

Any AMVETS Post applying for an AMVETS Dept. of CA Service Foundation Grant must be compliant on all levels with State and Federal authorities governing not-for-profit organizations and re-validated by the AMVETS Dept. of CA.

APPLICATION INSTRUCTIONS

The Applicant must submit a concise, readable, proposal and follow the directions carefully. All applications should be typed or written legibly. Any missing pages will make the grant ineligible.

Assemble one copy of the ORIGINAL, signed Grant Application (Do NOT Staple) in the following order:

- Contact Page with signed acknowledgments by President & Reporting Secretary
- Grant Request Form
- Budget Worksheet
- Volunteer Hours
- Any supporting documents

Based on effective service to veterans as the number-one priority, The Service Foundation may decide to award less funding than requested by an applicant. Applicants shall have the opportunity to modify their budgets and project objectives accordingly or decline the grant.

Grant Applications must be received by the **Grants Manager** no later than November 15, 2017. Applications received beyond the listed date will not be considered – no exceptions.

Completed applications should be mailed to the following address:

Grants Manager
AMVETS Department of California
12345 Euclid St., Garden Grove, CA 92840
Tel: 714. 761.5811 • Fax: 714.761.5812
amendoza@teamamvets.com