

WDVA ENTREPRENEURSHIP GRANT PROGRAM (FY-23)

APPLICATION INSTRUCTIONS

During this grant period, the Department may award up to \$500,000 annually in grants to nonprofit organizations that serve veteran entrepreneurs. The Department may award grants to nonprofit organizations that assist veteran entrepreneurs with entrepreneurship training, technical or business assistance, or other assistance to veteran entrepreneurs. The Department has allocated \$300,000 to be awarded during this grant period, and no more than \$100,000 shall be awarded to each grant recipient.

To be eligible, a nonprofit organization must meet all the following:

- Provide entrepreneurship training, technical or business assistance, or other assistance to veteran entrepreneurs to improve employment outcomes.
- Is current on all federal and state tax obligations.
- Is a financially viable nonprofit organization. A nonprofit organization is financially viable if it can meet its financial obligations as they become due for the duration of the grant period.
- Is registered and in good standing with the Wisconsin Department of Financial Institutions (WDFI). **Please note, WDVA will not be responsible for ensuring this information is accurate and up to date. It is the responsibility of the applicant to provide the document showing they meet this requirement.**

The following attachments are required for the Entrepreneurship Grant and must be submitted with the application shall include:

- Grant Request Cover Letter.
- IRS Determination Letter (name on letter must match application name).
- Description of entrepreneurship training, technical business, and/or entrepreneurship assistance that the nonprofit provides to veterans.
- List of Board Members and Executive Offices including titles and affiliations.
- Financials (income statement, balance sheet, and statement of cash flows for the most recent fiscal year).
- Detailed Budget Proposal including budget and income projection for the grant period.
- Annual Report or literature summarizing the organization's programs.
- WDFI Certification of Status.
- Disclosure of other grants applied for and or received from any other state agency for the same or similar purpose.
- Previous years' demonstrations of past performance outlined in application.
- Business Plan using Evaluation Criteria (outlined in the application and instruction sheet).
- Completed & Signed Application.
- Recently completed W-9 form (within the last 12 months).
- The application and all application materials must be in PDF format. If not in PDF format, the application will be considered incomplete and not accepted.
- 3 letters of support dated within the current 12 months of the application announcement.

For the previous year, the applicant must demonstrate all the following:

- Demonstrate, with data and/or graphs, past performance of expanding entrepreneur opportunities for veterans by providing services which may include entrepreneurship training, technical and business assistance, financial assistance, or other entrepreneurship services to veterans. Please be specific and detailed in your response.
- Demonstrate, with data and/or graphs, past performance increasing collaboration with other agencies to strengthen delivery of programs, resources, and services to veteran entrepreneurs. Please be specific and detailed in your response.
- Demonstrate, with data and/or graphs, past performance expanding outreach to underserved geographic areas of the state and underserved veteran populations. Applicant must be specific in how they achieved success in this area. Applicant is to provide underserved geographic locations served, and demographics of individuals served in past performance.

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EVALUATION CRITERIA

In addition to the application and attachments above, the following items must be submitted with the application and in the following order:

1. **Background and Organizational History:** Please describe in detail, your organization, organization's mission, goals, and how your organization's program services and supports the needs of Wisconsin veteran entrepreneurs.
2. **Organizational Qualifications and Past Performance:** Please describe in detail, your organization's experience providing entrepreneurship training, technical business assistance, financial assistance, and/or other entrepreneurship services to veterans. Please provide specific examples of efforts made by your organization to be diverse and inclusive. Additionally, please provide the organization's experience working with diverse groups.
3. **Experience Working with Veterans:** Please describe in detail, your organization's experience with the collaboration and coordination of services for veterans with the veteran business community, federal, state, local, and tribal governmental entities. Additionally, please provide the organization's experience working with underserved veteran populations to include, but not limited to, those veterans that are listed under the VA Center for Minority Veterans.
4. **Need for Grant Funding, including a detailed budget:** Please describe in detail, the need for funding that addresses the service needs of veteran entrepreneurs. This is to include current issues facing veteran entrepreneurs and how your program or project supports these needs. Include a detailed budget outlining expenses to be incurred; describe the services available to veterans, advertising, target audience, additional sources of funding, expected challenges and how they will be overcome. Detailed budgets will include all costs, direct and indirect, associated with the project or program.
5. **Outreach and Referral Plan:** Please describe in detail, your organization's plan for outreach in underserved populations and underserved geographic areas of the state. Include your plan for receiving participant referrals, how you will identify veterans for the program, and how you will assess the needs of veteran entrepreneurs. In your plan provide the demographic information of the underserved populations and geographical locations you will be conducting outreach to.

6. **Program Implementation Timeline:** Please describe in detail, your implementation plan (who, what, where, when, and how) and timeline for providing services to veteran entrepreneurs under this grant.
7. **Monitoring and Program Evaluation:** Please describe in detail, the financial and operational controls your organization has in place to ensure the proper use of grant funds. Also describe how your organization will monitor and evaluate program effectiveness and measure success.
8. **Program Goals and Objectives:** Please describe in detail, the program goals, initiatives, and goals to be reached, and the methods to be employed to achieve the stated goals. Program goals and objectives will ensure they address the needs of underserved populations and underserved geographic areas of the state. **It is important to be specific in your response.**
9. **Past Working Relationships with other start-up businesses and entrepreneurship programs:** Please provide three (3) letters of support from **start-up businesses or entrepreneurship programs** your organization has worked within the past three (3) years. One support letter shall come from an organization that works with underserved populations or underserved geographic area of the state. **Letters of support shall be dated within the current twelve (12) months of this application announcement.**

IMPORTANT NOTICE: To be considered for an Entrepreneurship Grant, the complete application, including all supporting documentation, must be received by the date and time indicated in the Public Notice Announcement **and** submitted at one time in packet form. If the application packet is submitted via email, the attachments must be in PDF format and clearly labeled.

Applications that do not contain all the requested materials, as detailed above, will be **considered incomplete** and will not be evaluated. If an incomplete application is received, the Department will attempt to notify the applicant that the application is incomplete. The Department, however, is not obligated to provide this notification. The applicant must submit a complete application by the date and time indicated in the Public Notice Announcement and submitting a prior incomplete application does not change the deadline. Previously submitted applications shall not be used to make a resubmission whole.

Complete applications, including all required supporting documentation, may be sent via email or postal mail to:

Grants Unit
Wisconsin Department of Veterans Affairs
Division of Veterans Benefits
P.O. Box 7843
Madison, WI 53707-7843
Email: vetsbenefitsgrants@dva.wisconsin.gov
Phone: 1-800-947-8387

(Grants sent via postal mail must be postmarked by the date indicated in the Public Notice Announcement)

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GRANT SCORING

The Evaluation Committee, comprised of at least one member of the Board of Veterans Affairs and other individuals appointed by the Department, shall weigh the importance of each evaluation criterion by using a numerical point system based on the following point values from the criteria listed above:

- Background and Organizational History (up to 5 points)
- Organizational Qualifications and Past Performance (up to 10 points)
- Experience Working with Veterans (up to 10 points)
- Need for Grant Funding, including a detailed budget (up to 10 points)
- Outreach and Referral Plan (up to 25 points)
- Program Implementation Timeline (up to 5 points)
- Monitoring and Program Evaluation (up to 5 points)
- Program Goals and Objectives (up to 15 points)
- Past Working Relationships with other start-up businesses and entrepreneurship programs (up to 15 points)

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.

The Department shall award grants to the applicants with the highest numerical scores determined under the criteria above as funds are available. The amount of each grant will be based on the amount requested and the amount approved by the Evaluation Committee. The grant award shall not exceed the amount requested.

Please note that sending additional information not required for this application will not increase the applicant's overall score. Scoring will be strictly limited to the outlined criteria.

Timeline (Subject to Change)

Date	Timeline Milestones
July 11, 2022	Grant opportunity announcement
August 10, 2022	Deadline for submitting application packet
August 11 - 19, 2022	WDVA completes review all applications for qualifications and forwards to Evaluation Committee
August 22 – September 9, 2022	Evaluation Committee will review grant applications and make recommendations to WDVA Secretary
September 12 – 16, 2022	WDVA Secretary completes review of grant recommendations by the Evaluation Committee

September 19, 2022	Award notices issued via email and hard copy sent via mail. Consistent with Wis. Admin. Code VA §2.08(5)(h), before a grant award can be processed Grantee shall satisfy the requirements of Paragraph V. below.
October 5, 2022	Grant award processed via checks to awardees



WDVA ENTREPRENEURSHIP GRANT PROGRAM (FY-23) GRANT APPLICATION

Organization Information

Name of Organization:			
Legal Name, if Different:			
Physical Street Address:	City:	State:	Zip:
Mailing Address (Include P.O. Box, if applicable):	City:	State:	Zip:
Additional Locations:			
Contact Name: Mr./Mrs./Miss	Executive Director: Mr./Mrs./Miss		
Email:	Telephone:		
Fax No.	Website Address:		
Federal Tax I.D. Number	Date of IRS 501(c)(3) or 501(c)(6) Determination Letter:		
WDFI Status in Good Standing as of:	Number of Dues Paying Members, if applicable:		
Number of Years in Service:	Number of businesses served annually by your organization:		

Board Member Information

(Attach additional sheets if necessary)

Board Member Name:	Title:
Occupation:	Phone Number: Email:

Board Member Name:	Title:
Occupation:	Phone Number: Email:

Board Member Name:	Title:
Occupation:	Phone Number: Email:

Standard Terms and Conditions

If the applicant is awarded a Grant, the Grantee agrees that its acceptance of the grant funds creates a contractual obligation that binds it to the following Terms and Conditions:

- A. The validity, interpretation, and performance of work performed under the grant shall be governed in all respects by the laws of the State of Wisconsin, without giving effect to conflicts of law principles that would result in the application of the substantive laws of another jurisdiction. Both Parties shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of performance under this grant and which in any manner affect the work or its conduct.
- B. No right or duty performed as a result of the grant may be assigned or delegated to a third party over which the grantee does not have direct control and supervision without the prior written approval of the Department. The Grantee is fully responsible for the Activity and for ensuring the performance of all its obligations under this Grant in accordance with all relevant laws.
- C. The Grantee shall perform the services performed resulting from the awarding of the grant as an independent contractor, and nothing contained in this Application or awarding of the grant shall be construed so as to create an employer/employee relationship between the parties. The grantee shall maintain exclusive control over personnel and salary policies relative to its employees. All salaries, health insurance, retirement benefits, car expenses, worker's compensation, or disability benefits relative to such personnel shall be paid by the grantee.
- D. The Grantee agrees that it will not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as defined in s. 5.01(5), Stats., sexual orientation, or national origin in connection with any work performed under this grant. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship. Additionally, the Grantee agrees to comply with all state and federal civil rights laws of the Civil Rights Act of 1964.
- E. The Grantee agrees that, in accordance with s. 16.765, Stats., the grantee shall follow all state and federal anti-discrimination laws and equal employment opportunity practices in the administration and delivery of program services to eligible applicants.
- F. The Grantee agrees to abide by Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112, 29 U.S.C. §794, as amended) and implementing Federal regulations. The Grantee assures that any benefits, services, or employment, available through the Grantee to the public by way of this Grant's funds, shall not be denied persons with handicaps who are otherwise qualified or eligible for the benefits, services, or employment available as a result of this Grant.
- G. Any grant funds awarded shall be paid via check.
- H. The grantee will indemnify and hold harmless the Department and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the grantee, or anyone hired by the grantee, in prosecuting work under the Grant.
- I. The grantee 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.

- J. The Department reserves the right to cancel the Grant in whole or in part without penalty due to non-appropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of the terms of this Grant Application.
- K. No waiver of default by the Department of any of the terms, covenants, and conditions hereof to be performed, kept, and observed by the Grantee shall be construed, or shall operate, as a waiver of any subsequent default of any of the terms, covenants, or conditions herein contained to be performed, kept, and observed by the Grantee.
- L. The Grantee will retain all records regarding the grant for a period of at least three (3) years after the Grantee completes all work required as part of the grant. The requirements to maintain all records regarding the grant shall automatically be extended if the Department notifies the Grantee that the records pertaining to the Grant are subject to an Open Records Request, a legislative inquiry, or are the subject of litigation. Should the Department notify the Grantee that any one of these incidents has occurred, the Grantee shall maintain all records regarding the grant until such time as the Department in writing authorizes that the Grantee no longer needs to retain those records.
- M. The Grantee will assist the Department in making any reports regarding the use of the grant that the Legislature or other interested parties may require.
- N. Consistent with Wis. Admin. Code VA §2.08(5)(L), the Grantee will provide any reports, data, documents, or information requested by the Department. Grantee shall also provide information to the Department as required by the Department for the purposes of program or fiscal audits and, at the request of the Department, shall respond to any questions about the grant and use of grant funds.
- O. The Grantee shall maintain grant funds in a separate account subject to audit by the Department. If the applicant is awarded a Grant and pursuant to s. 45.47, Stats., the Grantee agrees to maintain records as required by the Department concerning the applicant's expenditure of grant moneys and agrees to cooperate fully in any review and audit of grant expenditures. In addition to any other legal remedies available to the Department, the Department may recoup any grant funds awarded if the applicant does not comply with the audit.
- P. Grant funds may not be used to make loans or be used for repayment of loans or mortgages. Grantee may not charge interest or otherwise financially profit from the funds awarded, may not reassign grant funds, and shall comply with any other restrictions as determined by the Department.
- Q. The Grantee understands and acknowledges that all records pertaining to this Grant, are subject to Wisconsin Public Records law, Wis. Stat. §§ 19.31-19.39. The Grantee will fully cooperate with any request the Department makes to the Grantee for records pertaining to its work under the Grant should the Department receive an Open Records Request for any records pertaining to the Grantee's work pursuant to this Grant that are held by the Grantee.
- R. The Parties agree that the grant application or grant terms and conditions may not be modified, altered, amended, or otherwise changed except upon written consent by each of the Parties hereto.
- S. The Grantee shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect while the Grantee performs work pursuant to this Grant and which in any manner affect the work or its conduct. The Department may take enforcement action, including but not limited to, recouping past payments, suspending or canceling the Grant, if the Grantee violates any applicable federal and state law, local law, ordinance, regulation or requirement, or does not follow applicable guidance from the Department.
- T. 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 any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan, or cooperative agreement. The applicant further agrees that no grant appropriated funds

will be used to contact, or urge the public to contact, members or employees of any legislative body for the purpose of proposing, supporting, or opposing legislation, or to advocate the adoption or rejection of legislation.

- U. Notices and demands required or permitted to be given hereunder shall be given by personal delivery or by registered or certified mail, postage prepaid, return receipt requested, addressed to:

Wisconsin Department of Veterans Affairs:
Division of Veterans Benefits
Wisconsin Department of Veterans Affairs
PO BOX 7843
Madison, WI 53713-7843

Grantee:

- V. The Grant Application, along with these Standard Terms and Conditions, constitutes the entire agreement between the Department and the Grantee and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this grant. If awarded a grant and consistent with Wis. Admin. Code VA §2.08(5)(h), an authorized representative of the nonprofit organization, who has authority to sign on behalf of the grantee and has the authority to accept the funds, shall accept the grant award by signing the award document. In addition, at that same time, this authorized representative of the nonprofit organization shall provide a statement that the nonprofit is in compliance with applicable state and federal laws, rules, and regulations, including tax laws, the requirements of Wis. Admin. Code VA §2.08, and the grant award.
- W. The person signing and submitting this Grant Application represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Grant Application on behalf of the grantee. The person signing and submitting this Grant Application represents, warrants, and certifies that the execution and delivery of the Grant Application and the performance of such party's obligations hereunder have been duly authorized by the grant applicant and that if the Grant Application results in the applicant being awarded a Grant, the person signing and submitting this Grant Application is duly authorized to bind the grantee to the terms and conditions of this Grant Application and acknowledges that the terms and conditions of this Grant Application create a binding contractual obligation and are binding on the grantee and enforceable in accordance with its terms.

Terms and Conditions

It is understood and agreed by the undersigned that:

1. The contents of this application will become contractual obligations if the applicant is awarded a grant.
2. By submitting this application, I certify to the best of my knowledge and belief, the information submitted is true and correct. The applicant understands that if funds are awarded, in addition to other legal remedies, the funds awarded may be recouped at any time if it is later determined that any information submitted as part of this application was inaccurate or false.
3. All application materials must be submitted at the same time as the application. An application that does not have all requested materials, in order, as outlined in the instruction sheet will be considered an incomplete application and will not be evaluated.
4. If an incomplete application is received, the Department will attempt to notify the applicant that the application is incomplete, and the applicant must resubmit a complete application. If an incomplete application is received the Department is under no obligation to notify the applicant that the application is incomplete. The applicant must submit a complete application by the date and time indicated in the Public Notice Announcement and submitting a prior incomplete application does not change the deadline. Previously submitted application materials will not be used to make a resubmission whole.
5. By submitting this application, I certify that the applicant satisfies all of the following conditions:
 - a. The applicant provides entrepreneurship training, technical or business assistance, financial assistance, or other assistance to veteran entrepreneurs to improve employment outcomes.
 - b. The applicant is current on all federal and state tax obligations.
 - c. The applicant is a financially viable nonprofit organization. "Financially viable" means a nonprofit organization that is able to sustain itself over the long term in order fulfill the organization's mission and support continuance of the organization's operations, programs, and services without the sole reliance on any potential grant funds that may be awarded as a result of this application.
 - d. The applicant is registered and in good standing with the Wisconsin Department of Financial Institutions (WDFI) as a 501(c)(3) or 501(c)(6) nonprofit organization and the grant funds will be used solely to benefit eligible veterans located in the State of Wisconsin.
6. By submitting this application, I certify that the applicant will not use any of the funds inconsistent with Wis. Stat. § 45.437 and Wis. Admin. Code VA § 2.08.
7. **Funds granted as a result of this request are to be expended for the purposes set forth herein from the effective date of awarding the grant through June 30, 2023**, 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. Grant funds shall only be used for the payment or reimbursement of reasonable and appropriate expenses to the approved purpose of this grant. Any other use of grant funds is prohibited. No extensions will be granted this grant period.

8. Grant funds may not exceed more than 50 percent of employee wages, compensation, and related expenses assignable to the approved purposes of the grant. Grant funds may not be used to purchase capital equipment unless specified in the grant award and approved by the evaluation committee.
 9. As a condition of receiving the grant funds, each Grantee understands and acknowledges that, if awarded a Grant, grant funds awarded may be reduced, suspended, or terminated at any time for violations of any terms and requirements of this Entrepreneurship Grant Application.
 10. As a condition of receiving the grant Funds, each Grantee must submit a certification request to the Department to verify eligibility of each grant participant. Services can only be provided by the Grantee to grant participants verified by the Department as eligible on forms approved by the Department.
 11. Any proposed changes in this grant request as approved shall be submitted in writing by the applicant, and upon notification of approval by the Department, shall be deemed incorporated into and become part of this Entrepreneurship Grant Application.
 12. 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.
 13. This application and other materials submitted to the Wisconsin Department of Veterans Affairs, may constitute public records subject to disclosure under Wisconsin Public Records Law, § 19.31, Stats.
 14. By submitting this application, I certify that the applicant is compliant with applicable state and federal laws, rules, and regulations, including tax laws and requirements of the grant award.
 15. Consistent with Wis. Admin. Code VA §2.08(5)(m)2, if the applicant is awarded a Grant before the Department releases grant funds, the grantee shall provide a statement that it is in compliance with applicable state and federal laws, rules, and regulations, including tax laws, the requirements of this section, and the grant award.
 16. By submitting this application, I certify that the designated signatory official has the authority to sign on behalf of the applicant, has the authority to and does bind the applicant to all of the terms and conditions of the Grant if awarded the Grant, and has the authority to accept funds on behalf of the applicant.
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The undersigned certifies they are authorized to complete this application.

Signature

Date

Print Name and Title