

Wis. Stats. Chapter 45

APPLICATION INSTRUCTIONS FOR NONPROFIT GRANT PROGRAM (FY-23)

Consistent with Wis. Stat. §45.46, the Department may make grants of up to \$250,000 annually to nonprofit organizations, as defined in Wis. Stat. § 108.02(19), and no more than \$25,000 to each grant recipient to provide financial assistance or other services to veterans and their families.

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

- Provide financial assistance or other services to veterans or to dependents of veterans.
- 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 current good standing with the Wisconsin Department of Financial Institutions (WDFI). 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 Nonprofit Grant and must be submitted with the application shall include:

- Grant request cover letter that includes a synopsis of the grant proposal and amount of grant funds requested.
- IRS determination letter certifying 501(c)(3) status.
- Income statement, balance sheet, and statement of cash flows for most recent fiscal year.
- If the grant is for a specific project, provide a detailed budget for the project.
- Most recent annual report or other literature summarizing the program(s).
- WDFI Certificate of Status certifying applicant is registered as a nonprofit organization and in good standing.
- Three current letters of support from organizations that know your organizations capabilities and success to serving veterans and their families, especially those in underserved populations and underserved geographic locations of the state. The 3 letters of support must be dated within the current 12 months of the application announcement.
- 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.
- Completed and signed application.
- Recently completed W-9 form (within the last 12 months).
- A statement that the nonprofit organization is in compliance with applicable state and federal laws, rules, and regulations, including tax laws, the requirements of Wis. Admin. Code VA 2.07, and the requirements of applicable to being eligible to receive a grant award.
- All applications and supporting documentation must be in PDF Format.

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

1. **Organizational Experience Providing Service to Veterans:** Please describe in detail your organization, organization's mission, and goals, and how your organization's program(s) or service(s) supports the needs of Wisconsin veterans and their families. Additionally, describe your organizational experience providing financial assistance and/or other services to veterans and their families in underserved populations and underserved geographic areas of the state.
2. **Understanding the ability to Communicate the Needs of Veterans and their Dependents:** Please describe in detail your organizational experience working with veterans and their families to include coordinating services

for veterans and their families among multiple organizations, federal, state, local and tribal governmental entities particularly in underserved populations and underserved geographic areas of the state. What were the specific needs of the target population and how you addressed those needs.

3. **Stated Purpose and Objectives for the grant funds, the method and timetable to expend the funds:** 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.
4. **Budget Clarity & Justification:** Please describe in detail how the funding request addresses the service needs of veterans in the state of Wisconsin. This is to include current issues facing veterans across the state and inline with issues identified by the USDVA. Include a budget outlining the need and 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.
5. **Evaluation Plan for the Project:** 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.
6. **Outreach and Referral Plan to identify and assist veterans and their dependents with services:** Please describe in detail your organization's plan for outreach to underserved populations and/or underserved geographic areas of the state. Include your plan for receiving participant referrals, how you will identify veterans for the program, and assess the needs of veterans and their families. Additionally, please provide demographic information of the underserved populations you are going to serve and/or geographical locations you will be conducting outreach.
7. **Program Implementation Timeline:** Please describe in detail your implementation plan (who, what, where, when, and how?) and timeline for providing services to veterans under this grant.
8. **Past Performance:** Please provide in detail your organizations past performance providing financial assistance or other services to veterans and their dependents from previous projects and programs. Examples should include outcomes related to serving underserved populations and geographic areas of the state. Be specific.
9. **Experience serving underserved populations or underserved geographic areas:** Please describe in detail your organizations experience working with underserved populations and underserved geographic areas to include but not limited to those veterans that are listed under the VA Center for Minority Veterans. Be specific in your experience and success by using data, charts, demographics, and locations served to these populations.
10. **Past Working Relationships with Veteran Service Organizations:** Please describe in detail your organization's working relationship with private and public veteran service organizations that provide services to veterans and their families. This includes providing three letters of support to support these relationships. Letters of support shall be dated within the current twelve (12) months of this application announcement.

IMPORTANT NOTICE: To be considered for a Nonprofit 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 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. It is the sole responsibility of the applicant to ensure the application is submitted with all required materials and by the deadline. Previously submitted application materials will not be used to make a resubmission whole.

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

Grants Unit
Wisconsin Department of Veterans Affairs
PO 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.)

Grant Scoring and Evaluation

The Evaluation Committee 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:

- Organizational Experience Providing Services to Veterans (up to 10 points)
- Understanding the Ability to Communicate the Needs of Veterans & their Dependents (up to 5 points)
- Stated Purpose and Objectives for the grant funds, method, and timetable to expend the funds (up to 5 points)
- Budget Clarity & Justification (up to 5 points)
- Evaluation Plan for the project (up to 5 points)
- Program Implementation Timeline (up to 5 points)
- Outreach and Referral Plan to Identify and assist veterans or their dependents with services (up to 20 points)
- Past Performance (up to 15 points)
- Experience serving underserved populations and underserved geographic areas (up to 20 points)
- Past working relationships with veteran service organizations (up to 10 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 amount of the grant shall be based on the amount requested by the applicant and the amount approved by the Evaluation Committee, subject to the availability of funds, but may not exceed \$25,000.

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	Milestone
July 11, 2022	Grant opportunity announcement
August 10, 2022	Deadline for submitting application packets
August 11 to 19, 2022	WDVA completes review of all applications for qualifications to forward Evaluation Committee
August 22 to September 9, 2022	Evaluation Committee will review grant applications and make recommendations to WDVA Secretary
September 12 to 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. Per Wisconsin Admin. Code VA §2.07(8)(b), the award notice shall list conditions to which the award is subject and prior to grant awards being processed the authorized representative of the recipient nonprofit organization shall accept the grant award document and return it to the department.
October 5, 2022	Grant award processed via check to awardees

NONPROFIT GRANT PROGRAM APPLICATION (FY-23)

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. / Ms.	Executive Director: Mr. / Ms.		
Email:	Telephone:		
Fax No.	Website Address:		
Federal Tax I.D. Number	Date of IRS 501(c)(3) Determination Letter:		
WDFI Status in Good Standing as of:	Number of Dues Paying Members, if applicable:		
Number of Years in Service:	Number of veterans and families of veterans 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 ACH payment (electronic deposit).
- 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 §2.07(12), the Grantee will provide any reports, documents, or information requested by the Department. This shall include, but not be limited to, a Service Delivery Report.
- 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. 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.
- Q. The Parties agree that the grant application or grant terms may not be modified, altered, amended, or otherwise changed except upon written consent by each of the Parties hereto.
- R. 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.
- S. 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.

- T. 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:

- U. The Grant Application, along with these Standard Terms and Conditions, constitutes the entire agreement between the DVA 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 §2.07(8), an authorized representative of the nonprofit organization shall accept the grant award by signing the award document.
- V. 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.

Application 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 any 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 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 is registered with the Wisconsin Department of Financial Institutions (WDFI) and in good standing as a 501(c)(3) nonprofit organization and the grant funds will be used solely to benefit eligible veterans and their dependents.
6. By submitting this application, I certify that the applicant will not use any of the funds inconsistent with Wis. Admin. Code VA § 2.07(10)(a).
7. **Funds granted as a result of this request are to be expended solely 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. Grant funds shall be used only for the payment or reimbursement of expenses which are reasonable, necessary, and properly assignable to the purposes of the approved grant. Any other use of grant funds is prohibited. No extensions will be granted this grant period.
8. Grant funds may not be used to purchase capital equipment unless specified in the grant award. Grant funds may not exceed more than 50% of employee wages for staff hired or supporting program. A grantee may not use more than 50% of the grant funds for employee wages, compensation, travel, and related expenses assignable to the approved program.
9. 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 Nonprofit Grant Application.
10. 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.

11. This application, and any other records submitted to the Wisconsin Department of Veterans Affairs, constitute public records subject to disclosure under Wisconsin Public Records Law, § 19.31, Stats.
12. 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.
13. The applicant agrees that if awarded the grant, as a grantee, the grantee shall be bound by all of the terms contained in this Application including the Standard Terms and Conditions contained proceeding its signature below.
14. 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 a Grant, and has the authority to and will accept funds for the applicant if awarded a Grant.

The undersigned certifies they are authorized to complete this application.

Signature

Date

Printed Name and Title