

FY23 Nonprofit Grant - Frequently Asked Questions

Our organization is not considered a registered 501(c)(3). Are we eligible to apply?

No, the Nonprofit Grant funds are for nonprofit organizations that are registered as a 501(c)(3).

Our organization is not registered with the Wisconsin Department of Financial Institutions (DFI/WDFI) but we are in good standing. Are we eligible to apply?

The organization must be registered and in good standing with the Wisconsin Department of Financial Institutions (DFI/WDFI) by the application deadline of August 10, 2022

Our organization is not based in Wisconsin but we operate in Wisconsin. Are we eligible to apply?

If your application demonstrates with clarity that your organization is a registered 501(c)(3), registered and in good standing with WDFI, and all grant funds are to benefit eligible veterans of the state of Wisconsin or their dependents, you are eligible to apply for the grant.

How are the applications graded for consideration?

All applications are rated based on a 100-point scale. The criteria and point system are located on the grant application.

Who makes the final determination for the grant, the reviewers or the department?

The Evaluation Committee, comprised of at least one member of the Board of Veterans Affairs and other individuals appointed by the department, evaluates the applications on a 100-point scale as described in the grant application.

Are there any similar grants that you offer for nonprofit organizations?

WDVA offers an Entrepreneurship Grant that is available to registered 501(c)(3) or 501(c)(6) nonprofit organizations that provide entrepreneurship training, technical, business, or other assistance to veteran entrepreneurs to improve employment outcomes.

The Veteran Employment Grant is an incentive program to support businesses hiring honorably discharged veterans with a Federal VA service-connected disability rating of at least 50%. To learn more, please go to the WDVA website and select the Benefits/Employment/Employer Resources tab.

<https://dva.wi.gov/Pages/educationEmployment/EmploymentEmployers.aspx>

What is the amount that we can request for the grant?

The Nonprofit Grant has a maximum award limit of \$25,000.

Does our organization have a better chance of being approved based on the amount requested?

There is no recommended amount to apply for and the amount applied for will not impact the approval or denial of the grant award. The amount requested should be in relation to the planned program. Applications are evaluated based on multiple factors as described in the application.

Our organization is new and does not have an annual report. What documents are acceptable to submit?

As described in the application, you can also submit other literature summarizing your program(s).

Our organization is new and does not have an income statement and balance sheet for the most recent fiscal year. What other documents are acceptable to submit?

As described in the application, it is acceptable to submit your organization's business plan and full budget plan with your application.

Can the grant be used for start-up costs?

Yes, a nonprofit grant request/proposal could include actual start-up costs, entrepreneurship training, or technical assistance, etc., for a veteran if these expenditures are consistent with all other grant requirements.

The name of our organization has changed since we requested our nonprofit status from the Internal Revenue Service (IRS). Will we need to provide any additional documentation to reflect this?

Yes, as described in the application, a letter from the IRS is required as verification of your organization's tax status. The name on the IRS letter must match the name of the applicant on the application.

If our organization is awarded the grant, will the funds go directly to us or our head organization?

The funds will be dispersed to the "Applicant" of the application. A separate bank account for the funds will be required as stated in the terms and conditions of the application.

Can services be provided to a veteran from out of state by a Nonprofit Grant recipient in Wisconsin?

The grantee is responsible for determining eligibility of veterans for the program(s). The attending veteran must meet requirements of Wisconsin Statute § 45.01(12), and reside in the state. Violation of this use may result in an obligation to return the full grant awarded.

Can a grant recipient use the funds for a different purpose or add another item after the grant has been received?

The grant funds you receive must be used for the intended purpose as outlined in the original grant proposal, subsequently approved by WDVA. Violation of this use may result in an obligation to return the full grant awarded.

Can the grant be used for employee salaries?

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 for grant year 2023.

Violation of this use may result in an obligation to return the full grant awarded.

Are the grant funds equally disbursed by the number of applications received?

The \$250,000 is pooled and awarded based on scoring criteria. WDVA retains full discretion on the amount of any award determined, including caps on awards to provide a wider distribution within the state.

Is there a preferred method you would like to receive the application?

No, you can mail or e-mail your application. WDVA will not accept faxed applications due to transmittal issues/concerns and the printing quality. Please note: WDVA staff may be working remotely. Therefore, we recommend emailing your application to the email address listed on the application and announcement.

If I send the application via postal mail, does it have to be there by/on the deadline?

No, if the application is postmarked before the application deadline of August 10, 2022.

The announcement lists an e-mail to send the application to. Is there a person that I can send it to directly?

The e-mail address listed in the announcement is a general inbox address for grant applications. This email address will ensure a timely delivery versus if you send it directly to a WDVA employee.

If I forget to include anything with the application, will you let me know?

The Department will attempt to notify the applicant if the applicant submits an incomplete application.

How do I know if you received my application?

WDVA will contact the individual listed on the application once we have received your completed application. If the application is submitted via email to the grant's inbox at vetsbenefitsgrants@dva.wisconsin.gov, the applicant will be notified via an automatic email that the agency has received the application. If application is submitted via mail, the applicant will be notified within 3 business days of receiving the application via email.

What is a Letter of Support?

A Letter of Support is a letter from an organization that the non-profit agency recently worked with.

Who should the letter of support and/or the cover letter be addressed to?

The letter of support and/or the cover letter should be addressed to the Wisconsin Department of Affairs.

How old can the letters of support be dated?

The letters of support should be current within one year of the application announcement.

What will happen if I do not submit a Letter of Support?

Your application will be considered incomplete unless the funds are to be used for starting up your business

I am going to submit my application via e-mail. How should I send it?

The preferred way is you submit one scanned application packet, in the order indicated by the instructions/checklist. If you submit each item as an individual attachment, please label them as indicated on the Checklist. Please send it in a PDF format. We cannot retrieve files stored in other drives.

Can a Letter of Support be in the form of an e-mail, thank you letter/card or newspaper clipping?

You may submit them, but you may not score many points in that portion.

I want to send my packet via e-mail and include spread sheets, is this acceptable?

We prefer that all e-mailed applications are sent in an PDF format. With any other format, we cannot guarantee that the Review Board will see all what you have submitted.

Is there a page limit or any formatting restrictions on what is being submitted?

There is not a page limit restrictions. If you submit it electronically the attachment(s) must be in PDF format.

We are going to submit our application via mail, can we use binders or other things for presentation?

You may place your application in a binder or other ways. Keep in mind that the packet will be taken apart in order to make an electronic copy of your application and the binder may not be part of the application sent to the Evaluation Committee for its consideration.

How is my application presented to the Evaluation Committee for grading?

Your application is either submitted via hard copy or in one PDF file in the order as indicated by the instructions/Checklist.

How do I know you received my e-mailed application?

If the application is submitted via email to the grant's inbox at vetsbenefitsgrants@dva.wisconsin.gov, the applicant will be notified via an automatic email that the agency has received the application. If you did not receive one, please check your spam folder.

What is considered 'Financial Statements'?

Income statement, balance sheet, and statement of cash flows for most recent fiscal year.

I was awarded the Grant in the past; do I need to submit the name change documentation with the IRS Determination Letter?

Yes, anything submitted in the past was for that year's application and will not be used for the current year's application.

What is your definition for "underserved populations" and "underserved geographic areas"?

"Underserved populations" means minority groups, women, low-income, or veterans with disabilities.

"Underserved geographic areas of the state" means rural communities.

Can the funds be used for operational or administrative costs? Such as rent, accounting fees, insurance?

The funds can be used for operation expenditures as long as it shows how it is supporting veterans. Plus, the nonprofit organization must be financially viable independent of the grant funds. The rent, accounting fees and insurance should only be charged to the grant if these expenses are reasonable, necessary, and properly assignable to the purposes of the approved grant.

Our organization has multiple locations in Wisconsin. At least two locations are planning to apply for the grant. Will there be any issues because they share the same tax ID #?

No, as long as the different locations are appropriately indicated on the application, and they keep any awarded funds separate from one another.

My organization will be submitting their application via e-mail, but it is too large to send in one email. Can we submit our application using shared drives or send the attachments zipped?

No, we consider going into other drives a security risk. Instead of sending 1 email with 1 zipped attachment please submit 2 email's and indicate that there is more than one email to complete your application.

Can I add to my application after it has been submitted?

If anything is to be added, you must re-submit your entire application. Anything submitted by itself will not be added to your application. Additionally, once the deadline for submitting the application has past you may not submit additional information even if you re-submit your entire application.

Can the grant funds be used to for salaries of multiple employees of the nonprofit?

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. As long as that requirement is satisfied, there is no restriction on the use of the funds for the salaries of multiple employees of the nonprofit who are engaged in supporting the grant as long as the payment of these multiple salaries is reasonable, necessary, and properly assignable to the purposes of the grant.

Our organization received funds from this grant last year but have not exhausted all the funds yet. Are we eligible to apply for this year's grant?

Yes, please remember not to mingle the funds from last Fiscal Year with the current Fiscal Year.

Why is the grant only open to 501(c)(3) organizations and not 501(c)19 organizations?

Wisconsin Admin. Code 2.07(3)(d) includes a definition of "nonprofit organization" described in 501(c)(3) and does not include 501(c)(19) organizations. Consequently, 501(c)(3) organizations are the only entities eligible for the Nonprofit Organization grant.

May I use a letter of support that is dated over a year old?

No.

May my application be submitted in Word format?

No. 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.