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| Wis. Stats. Chapter 45 |  2135 Rimrock Road, P.O. Box 7843, Madison, WI 53707-7843 (608) 266-1311 | 1-800-WIS-VETS (947-8387) | WisVets.com |

**APPLICATION INSTRUCTIONS FOR**

**NONPROFIT GRANT PROGRAM (FY-22)**

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:

* 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.

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 the need for funding that 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 veteran 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. Letter shall be dated within the current 6 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.

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 applicant will be notified 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 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)**

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| --- | --- |
|  **Date** |  **Milestone** |
| July 1, 2021 | Grant opportunity announcement |
| July 30, 2021 | Deadline for submitting applications |
| August 1 – 8, 2021 | WDVA completes review of all applications for qualifications to forward Evaluation Committee |
| August 9 – 20, 2021 | Evaluation Committee will review grant applications and make recommendations to WDVA Secretary |
| August 23 – 25, 2021 | WDVA Secretary completes review of grant recommendations by the Evaluation Committee |
| August 26-27,, 2021 | Award notices issued via email and hard copy sent via mail |
| August 30, 2021 | Signed Grant Agreements by awardees due to WDVA |
| August 31 -September 1, 2021 | Grant award processed via ACH to awardees |

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**NONPROFIT GRANT PROGRAM APPLICATION (FY-22)**

**Organization Information**

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| 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:      | Executive Director:      |
| 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)

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

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

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

**Terms and Conditions**

It is understood and agreed by the undersigned that:

1. By submitting this application, I certify to the best of my knowledge and belief, the information submitted is true and correct.
2. 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.
3. If an incomplete application is received, the applicant will be notified that the application is incomplete and must resubmit a complete application. 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.
4. 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.
5. **Funds granted as a result of this request are to be expended solely for the purposes set forth herein from the effective date of this agreement through June 30, 2022**, 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.
6. 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.
7. Grant funds shall be **maintained in a separate account** subject to audit by the Wisconsin Department of Veterans Affairs.
8. Any grant funds awarded shall be paid via ACH payment (electronic deposit).
9. As a condition of receiving the grant funds, each nonprofit awarded the grant funds will be required to sign a Nonprofit Grant Agreement. Funds awarded may be reduced, suspended, or terminated at any time for violations of any terms and requirements of this Nonprofit Grant Application or the subsequently entered into Nonprofit Grant Agreement.
10. 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.
11. 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.
12. This application, the Nonprofit Grant Application if entered into, and other materials submitted to the Wisconsin Department of Veterans Affairs, constitute public records subject to disclosure under Wisconsin Public Records Law, § 19.31, Stats.
13. The applicant agrees to comply with all state and federal civil rights laws of the Civil Rights Act of 1964.
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. 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.
16. 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 for the applicant.

The undersigned certifies they are authorized to complete this application.

Signature Date

Print Name and Title