



FOR IMMEDIATE RELEASE
July 1, 2019

Contact: (608) 266-0517
Carla.Vigue@dva.wisconsin.gov

Grants Now Available for Non-Profit Organizations to Help Veteran Entrepreneurs, Improve Employment

Applications due July 31st, 2019 @ 4:00pm

MADISON – The Wisconsin Department of Veterans Affairs (WDVA) announced today that grant applications are now being accepted from registered 501(c)(3) or 501(c)(6) non-profit organizations that provide entrepreneurship training, or technical, business or other assistance to veteran entrepreneurs to improve employment outcomes. Non-profit organizations interested in applying for this grant opportunity must submit their completed applications by Wednesday, July 31, 2019 @ 4:00pm.

The following criteria will be evaluated as part of the grant application:

- Background and Organizational History
- Organizational Qualifications and Past Performance
- Experience Working with Veterans
- Need for Grant Funding
- Outreach and Referral Plan
- Program and Implementation Timeline
- Monitoring and Program Evaluation
- Program Goals and Objectives
- Past Working Relationships with other Start-up Businesses and Entrepreneurship Programs

The Entrepreneurship Grant program includes a maximum total of up to \$450,000 during the period of July 1, 2019 – June 30, 2020. To qualify, non-profit organizations must be located in this state and registered and in good standing with the Wisconsin Department of Financial Institutions. Applicant are able to apply for up to \$100,000 for this grant period.

Application materials for this grant are available online by [clicking here](#). Applications and questions about the grant application process should be directed to WDVA Grants Unit at 1-800-WIS-VETS or email at vetsbenefitsgrants@dva.wisconsin.gov.

APPLICATION INSTRUCTIONS FOR ENTREPRENEURSHIP GRANT PROGRAM (FY-20)

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

- Grant request cover letter that includes a synopsis of the grant proposal and amount of grant requested.
- IRS determination letter certifying 501(c)(3) or 501(c)(6) status.
- Income statement, balance sheet and statement of cash flows for most recent fiscal year (independently audited).
- If the grant is for a specific project, provide a detailed budget for the project.
- Most recent annual report or other literature summarizing programs.
- WDFI Certificate of Status certifying applicant is registered as a nonprofit organization and in good standing.

For the previous year, applicant must demonstrate all three below:

- 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.
- Demonstrate, with data and/or graphs, past performance increasing collaboration with other agencies to strengthen delivery of programs, resources and services to veteran entrepreneurs.
- Demonstrate, with data and/or graphs, past performance expanding outreach to underserved geographic areas of the state and underserved veteran populations.

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 briefly describe your organization, organization's mission and goals, and how your organization's program of services and supports the needs of Wisconsin veteran entrepreneurs.
2. **Organizational Qualifications and Past Performance:** Please briefly describe your organization's experience providing entrepreneurship training, technical business assistance, financial assistance and/or other entrepreneurship services to veterans.
3. **Past Working Relationships with other start-up businesses and entrepreneurship programs:** Please provide three letters of support from **start-up businesses or entrepreneurship programs** your organization has worked with in the past three (3) years.
4. **Experience Working with Veterans:** Please briefly describe your organization's experience collaborating and coordinating services for veterans with the veteran business community, federal, state, local and tribal governmental entities.
5. **Program Goals and Objectives:** Please briefly describe the program goals, initiatives and goals to be reached, and the methods to be employed to achieve the stated goals.
6. **Need for Grant Funding:** Please briefly describe the need for funding that addresses the service needs of veteran entrepreneurs. 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.
7. **Outreach and Referral Plan:** Please briefly describe your organization's plan for outreach in underserved populations 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 veteran entrepreneurs.
8. **Program Implementation Timeline:** Please briefly describe your implementation plan (who, what, where, when and how?) and timeline for providing services to veterans under this grant.
9. **Monitoring and Program Evaluation:** Please briefly describe 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.

*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. **No extensions will be granted.**

**Applications that do not contain all of the requested materials, in order, 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 resubmit a complete application. 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 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

Grant Scoring and Evaluation

The Evaluation Committee, comprised of members of the Wisconsin Board of Veterans Affairs, will rate the applications on a 100-point scale, 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)
- Past Working Relationships with other start-up businesses and entrepreneurship programs (up to 10 points)
- Experience Working with Veterans (up to 15 points)
- Program Goals and Objectives (up to 15 points)
- Need for Grant Funding (up to 20 points)
- Outreach and Screening Plan (up to 10 points)
- Program Implementation Timeline (up to 10 points)
- Monitoring and Program Evaluation (up to 5 points)

The Evaluation Committee will weigh the importance of each evaluation criterion by assigning points to it. 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 Evaluation Committee may recommend a grant amount less than the amount requested by the applicant, regardless to the availability of funds.

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

Timeline (Subject to Change)

| Date | Milestone |
|----------------------|--|
| July 1, 2019 | Grant opportunity announcement |
| July 31, 2019 | Deadline for submitting applications |
| August 1 - 8, 2019 | WDVA completes review all applications for qualifications to forward Evaluation Committee |
| August 13 - 27, 2019 | Evaluation Committee will review grant applications and make recommendations to WDVA Secretary |
| August 28-29, 2019 | WDVA Secretary completes review of grant recommendations by the Evaluation Committee |
| August 30, 2019 | Award notices issued via email and hard copy sent via mail |
| September 3, 2019 | Signed Grant Agreements by awardees due to WDVA |
| September 5, 2019 | Grant award processed via ACH to awardees |



ENTREPRENEURSHIP GRANT PROGRAM APPLICATION (FY-20)

Organization Information

| | | | |
|--|--|--------|------|
| Name of Organization: | | | |
| Legal Name, if Different: | | | |
| Street Address (& 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) 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: | |

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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 agrees 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 the applicant must resubmit a complete application. Previously submitted applications will not be used to make a resubmission whole.
4. By submitting this application, I certify that 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 is located in the State of Wisconsin;
5. **Funds granted as a result of this request are to be expended for the purposes set forth herein from the effective date of this agreement through June 30, 2020**, 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.
6. Grant funds shall be **maintained in a separate account** subject to audit by the Wisconsin Department of Veterans Affairs;
7. Any grant funds awarded shall be paid via ACH payment.
8. Funds awarded may be reduced, suspended or terminated at any time for violations of any terms and requirements of this agreement;
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 agreement;
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 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.;
12. The applicant agrees to comply with all state and federal civil rights laws of the Civil Rights Act of 1964.
13. By submitting this application, I certify that the applicant is in compliance with applicable state and federal laws, rules and regulations, including tax laws and requirements of the grant award;
14. 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; and
15. 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.

The undersigned certifies they are authorized to complete this application.

Signature

Date

Print Name and Title

ENTREPRENEURSHIP GRANT AGREEMENT BETWEEN THE STATE OF WISCONSIN, DEPARTMENT OF VETERANS AFFAIRS AND

This Agreement is made and entered into effective the latest date in the signature block below, between the State of Wisconsin, Department of Veterans Affairs (hereinafter referred to as the “Department”) and the NAME OF ORGANIZATION (hereinafter referred to as the “Grantee”).

WHEREAS, the Department made available a Request for Grant funding to non-profit organizations as defined in section 501(c)(3) and 501(c)(6) of the Internal Revenue Code, to provide employment training or other assistance to veteran entrepreneurs to improve employment outcomes, and;

WHEREAS, the Grantee submitted a response (application) to the Public Notice announcing grants to non-profit organizations who provided entrepreneurship training, technical and business assistance, financial assistance and/or other assistance to veteran entrepreneurs to improve employment outcomes, and;

WHEREAS, the Evaluation Committee, comprised of members of the Board of Veterans Affairs, evaluated Grantee’s application against applicable criterion and recommended to the Department Secretary that Grantee receive a grant in the amount of \$ _____ ;

NOW THEREFORE, in consideration of the premises and of their mutual and dependent agreements, the parties hereto agree as set forth herein:

ARTICLE 1. REVIEW

Liaison with the Department will be with Donald Placidi, Jr., Administrator, Division of Veterans Benefits, or any individual the Department shall designate from time to time, who will represent the Department’s interest in review of quality, quantity, timeliness of services and related considerations as outlined in this Agreement.

ARTICLE 2. AVAILABILITY OF FUNDS

Funds have been appropriated by the Wisconsin Legislature. The appropriation from which grants are to be made is s. 20.485(2)(qm), Stats. The Department may make grants of up to a total of \$450,000 to non-profit organizations, as defined in section 501(c)(3) and 501(c)(6) of the Internal Revenue Code, to provide employment training or other assistance to veteran entrepreneurs to improve employment outcomes.

ARTICLE 3. RESTRICTIONS

Prohibited use of funds: Grant funds shall be used only for the payment of reimbursement of expenses which are reasonable, necessary, and properly assignable to the purposes of the approval grant. Any other use of grant funds is prohibited. Recipient may not use grant funds to supplant existing employee wages and compensation. A Grantee may not use grant funds to purchase capital equipment unless specified in the grant award.

Violation of prohibited use of funds: If grantee uses grant funds for prohibited activities, the Department may terminate the grant and recover funds previously paid through all available legal means with venue located in Dane County Circuit Court to Grantee for that funding period on a recoupment schedule specified in the grant award.

Funds awarded may be reduced, suspended, or terminated at any time for violation of any terms and requirements of this agreement.

ARTICLE 4. SERVICES

The Grantee agrees to provide the Services, defined as those services outlined in the Request for Grant Funding. Services shall be provided to veterans with at least one qualifying term of active duty service for other-than-training purposes under honorable conditions, as reflected on the veteran's military separation document (DD-214), who are also current Wisconsin residents and who either entered active service as a Wisconsin resident (typically reflected by the Home of Record on the DD-214) or have held Wisconsin residency for at least 12 consecutive months after entry or reentry into service, in accordance with Wis. Stat. §§ 45.01(12) and 45.02. "Disabled veteran" means a veteran who is verified by the Department to have a service-connected disability rating of at least 50 percent under 38 U.S.C. § 1114 or 1134, as documented on an official U.S. Department of Veterans Affairs (USDVA) disability award letter or rating decision.

ARTICLE 5. PERIOD OF PERFORMANCE

The provision of services covered under this Agreement shall be from the effective date of this Agreement through **June 30, 2020**. If the provision of services cannot be fully implemented by the effective date of this Agreement, the Grantee must return all unused funds to the Department no later than **June 30, 2020**.

ARTICLE 6. REPORTING REQUIREMENTS

The Grantee agrees to submit to the Department a Service Delivery Report that includes data and information on the use and effect of the grant funds awarded, by 6 months from the date of the award of the grant of June 30th of the fiscal year in which the grant is awarded, whichever is later. Such data and information shall include:

1. Statement summarizing the initial purpose/intent of the grant request.
2. The grant amount requested and grant amount received by the department.
3. The number of veterans assisted by the grantee with grant funds.
4. The number of veteran owned businesses created.
5. The dollar amount of the grant funds applied to each veteran.
6. The type of assistance given to each veteran with grant funds.
7. Number of veteran owned businesses served.
8. Number to veteran jobs created.
9. Amount of revenue generated Year-Over-Year growth.
10. Expansion of outreach activities to underserved geographic areas of the state and underserved veteran populations.
11. Measurable outcomes of the grant funds applied to each veteran.

The Grantee also agree to furnish the Department with any other relevant reports or information pertaining to the provision of services or other accounting concerns described in this Agreement requested by the Department.

ARTICLE 7. EXAMINATION OF RECORDS

The Grantee agrees that the designated agent of the Department will have access to, the right to examine, audit, transcribe and copy any directly pertinent records and computer generated or based information of the Grantee relating to this Agreement which are not privileged and confidential under the rules and regulations of the Department of Veterans Affairs and that it will not withhold any requested records or information. All records pertaining to this Agreement shall be maintained for a minimum of three (3) years following the termination date of this Agreement.

ARTICLE 8. CANCELLATION

The Department reserves the right to cancel this Agreement in whole and in part without penalty due to non-appropriation of funds or for failure of the Grantee to comply with terms, conditions and specifications of this agreement.

ARTICLE 9. APPLICABLE LAW

This Agreement shall be governed under the laws of the State of Wisconsin. The Grantee shall at all times comply with and observe all federal, state and local laws, ordinances, and regulations which are in effect during the period of this Agreement and which in any manner affect the work or its conduct.

ARTICLE 10. ARBITRATION

Disputes relating to this Agreement should be addressed to Chad Koplien, Legal Counsel, Department of Veterans Affairs, 2135 Rimrock Road, P.O. Box 7843, Madison, Wisconsin 53713-7843. Any disputes arising as to quality or quantity shall be subject to arbitration as provided in Chapter 788, Wisconsin Statutes. A good faith dispute creates an exemption to prompt payment.

ARTICLE 11. NONDISCRIMINATION AND EQUAL OPPORTUNITY

In accordance with s. 16.765, Stats., Grantee may not discriminate in violation of state or federal law and shall follow equal employment opportunity practices in the administration and delivery of program services to eligible applicants.

ARTICLE 12. NOTICES

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

A. Grantee

B. Department Donald Placidi Jr.
 Administrator, Division of Veterans Benefits
 Department of Veterans Affairs
 2135 Rimrock Road
 P.O. Box 7843
 Madison, WI 53707-7843

Or such other address as either party may from time to time specify in writing. All notices and demands hereunder shall be deemed to have been given when deposited in the United States mail, postage prepaid, if the date of deposit is established; provided the notice date shall be extended to the date of receipt upon establishment by addressee or receipt of notice more than two (2) business days after its claimed mailing.

STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS

GRANTEE

James Bond _____
Deputy Secretary Date

BY: _____ Date _____

Print Name: _____



FY20 Entrepreneurship Grant Application Checklist

The following is a checklist of required information WDVA will be gathering in consideration of your application. All items on the checklist must be gathered, presented in packet form and sent to WDVA once completed. Please return this completed checklist with your application.

| <u>Required Application Information</u> | <u>Applicant Review</u> | <u>WDVA Employee Review</u> |
|--|--------------------------|-----------------------------|
| Grant Request Cover Letter | <input type="checkbox"/> | <input type="checkbox"/> |
| IRS Determination Letter | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial Statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Program/Project Proposed Budget (<i>if applicable</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual Report/Literature for Programs | <input type="checkbox"/> | <input type="checkbox"/> |
| WDFI Certificate of Status | <input type="checkbox"/> | <input type="checkbox"/> |
| List of Board Members | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Application | <input type="checkbox"/> | <input type="checkbox"/> |
| Signed Terms & Conditions | <input type="checkbox"/> | <input type="checkbox"/> |

| <u>Required Business Plan Information</u> | <u>Applicant Review</u> | <u>WDVA Employee Review</u> |
|--|--------------------------|-----------------------------|
| Background & Organizational History | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizational Qualifications & Past Performance | <input type="checkbox"/> | <input type="checkbox"/> |
| Past Working Relationships | <input type="checkbox"/> | <input type="checkbox"/> |
| Experience Working with Veterans | <input type="checkbox"/> | <input type="checkbox"/> |
| Program Goals & Objectives | <input type="checkbox"/> | <input type="checkbox"/> |
| Need for Grant Funding | <input type="checkbox"/> | <input type="checkbox"/> |
| Outreach & Referral Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Program Implementation Timeline | <input type="checkbox"/> | <input type="checkbox"/> |
| Monitoring & Program Evaluation | <input type="checkbox"/> | <input type="checkbox"/> |

For descriptions or further instructions on the above please refer back to the instruction sheet with the application for the grant. Once we receive this checklist and completed application packet a representative from WDVA will review your packet to ensure all required information has been received.

Applicant Print Name

WDVA Employee Reviewer – Print Name

X _____
Applicant Signature

X _____
WDVA Employee Reviewer – Signature

ENTREPRENEUSHIP GRANT SERVICE DELIVERY REPORT REQUIREMENTS

FY20 Entrepreneurship Grant – Service Delivery Report Requirements

Below are the requirements to submit your service delivery report (SDR) to WDVA by July 31, 2020. Please keep this form readily available in order to properly report out the outcomes of your program and grant funds expended. We appreciate all you do to support veteran entrepreneurs in Wisconsin and look forward to reviewing the outcomes and impact on the community.

The service delivery report consists of two sections; (1) outcomes related to veterans, and (2) outcomes related to veteran businesses.

- Please begin by providing a cover letter summarizing the Service Delivery Report.
- Please provide the grant amount requested and the grant amount received. Include a detailed YTD expense report listing the costs incurred by the grant program (ex. Grant staff costs, supplies, marketing, travel, etc).

Outcomes Related to Veteran Entrepreneurs

- Specify the number of veterans assisted with grant funds and dollar amount of grant funds applied to each veteran assisted.
- Specify the type of assistance given to each veteran with grant funds.
 - These can include, but not limited to, outreach and development services and activities.
- Describe the expansion of and various outreach activities funded by the grant in underserved areas of the state and/or underserved Veteran populations.
- Describe the measurable outcomes of grant funds applied to each veteran assisted.
 - Include success stories on how or what the grant provided and contributed to the veteran's success.

Outcomes Related to Businesses Owned/Started by Veteran Entrepreneurs

- Specify the number of veteran entrepreneurs now looking to start a business after attending the program.
- Specify the number of veteran owned businesses created.
- Specify the number of veteran jobs created by the entrepreneurs and how you improved employment outcomes.
- Specify the number of veteran owned businesses served through the program funded by the grant.
- Specify any business who increased revenue year over year due to the program and services provided by the grant funds to include the amount, name, contact and location of the business.
- Describe any other measurable outcome and share business success stories.

Acknowledgement of SDR Provided

Grantee Print Name

X

Grantee Signature

WDVA Employee Reviewer - Print Name

X

WDVA Employee Reviewer – Signature

FY20 Entrepreneurship Grant - Frequently Asked Questions

Our organization is not considered a registered 501(C)(3) or a 501(c)(6), are we eligible to apply?

No, the Entrepreneurship Grant funds are for nonprofit organizations that are registered as a 501(C)(3) or 501(c)(6).

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 July 31, 2019.

Our organization is not based in Wisconsin but we operate in Wisconsin, are we eligible to apply?

If your organization is a registered 501(c)(3) or 501(c)(6), and in good standing with WDFI, all grant funds are to benefit the veterans of the state of Wisconsin. If your application demonstrates that with clarity, you may apply for the grant.

How are the applications graded for consideration?

All applications are rated based on a 100 points system. 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 Wisconsin Department of Veterans Affairs makes the final determination of all grant applicants based on the recommendations of Members of the Wisconsin Board of Veterans Affairs.

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

WDVA offers a Nonprofit Grant Program available to registered 501(c)(3) nonprofit organizations that offer assistance to veterans and/or their families. The announcement will be published on the WDVA website in August 2019. The eligibility requirements and the deadline to apply for the Grant will be listed at that time. The Nonprofit Grant is an annual grant and tentatively planned for the next fiscal year.

The Veteran Employment Grant is an incentive program to support businesses hiring honorably discharged veterans with a 50% or more service-connected disability. To learn more please go to the WDVA website and select the Benefits/Employment/Employer Resources tabs to learn more. <https://dva.wi.gov/Pages/educationEmployment/EmploymentEmployers.aspx>

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

For the grant period July 1, 2019 to June 30, 2020, the maximum amount that an applicant can apply for is \$100,000; however, it is possible the amount will be capped to provide more organizations with assistance.

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.

We are a new organization and do not have an annual report, what are we supposed to submit?

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

We are a new organization and do not have income statement and balance sheet for the most recent fiscal year.

Please submit your organizations business plan and full budget plan with your application.

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, per 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. It is not permitted to have another organization with proper status serve as a surrogate applicant or sponsor. You will need to provide the necessary documentation that the IRS considers your specific organization's (name on the application) status as a 501(c)(3) or 501(c)(6).

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 a veteran from out of state attend a training class given by an Entrepreneurship Grant recipient in Wisconsin?

The grantee is responsible for determining eligibility of veterans for the program(s). The attending veteran must meet requirements of State Statute Chapter 45.01 (12) and resides in the state.

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

Can the grant be used for employee salaries?

Grant funds are not to be used to supplant existing employee salaries. Grant funds can be used to hire staff to implement and put on program(s). 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 \$450,000 is to be 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.

Can the grant be used for start-up costs?

Yes, a nonprofit grant request/proposal could include (for the veteran) actual start-up costs, entrepreneurship training or technical assistance, etc.

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

No, you can mail/e-mail/personally deliver your application. WDVA recommends the application not be faxed due to transmittal issues/concerns and the printing quality. Please note if you select to hand deliver or mail, please include four copies of your application.

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

No, as long as the application is postmarked before the application deadline of July 31, 2019.

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 WDVA employee.



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

The applicant will be notified of an incomplete application and will be instructed to resubmit a completed application. Please see application instruction sheet.

How do you know if you received my application?

WDVA will contact the individual listed on the application once we have received your completed application.