



FOR IMMEDIATE RELEASE

July 1, 2021

WDVA: Grants Now Available to Nonprofits that Serve Veterans ***Applications Due July 30, 2021 at 4:00 p.m.***

MADISON – Wisconsin Department of Veterans Affairs (WDVA) Secretary Mary Kolar announced today that applications are now being accepted for grants available to Wisconsin organizations that serve Veterans and their families. Applications for the WDVA Non-Profit Grant will be accepted through Friday, July 30, 2021 at 4:00 p.m.

The WDVA Non-Profit Grant is awarded to registered 501(c)(3) non-profit organizations that provide financial assistance or other services to Wisconsin veterans and their families. The WDVA Non-Profit Grant provides up to \$25,000 to each grantee, with a maximum of \$250,000 awarded annually.

WDVA especially encourages organizations that assist underserved veteran populations and/or those that have a focus on assisting veterans in underserved geographic areas to apply.

For additional information about the WDVA Non-Profit Grant, including evaluation criteria, application materials, and tips for applying, please see the [WDVA Entrepreneurship And Non-Profit Grant Programs webpage](#).

Questions about the grant application process should be directed to:

WDVA Grants Unit
1-800-WIS-VETS
[*vetsbenefitsgrants@dva.wisconsin.gov*](mailto:vetsbenefitsgrants@dva.wisconsin.gov)

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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)

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

NONPROFIT GRANT PROGRAM APPLICATION (FY-22)

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:	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)

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

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

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

FY22 Nonprofit Grant Application Checklist

Applications Due by 7/30/2021

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. **This is a required part of the application packet and shall be completed accurately, completely, and signed by the applicant.**

<u>Organization Name</u>	<u>Amount Requested</u>
	\$

<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>
Organizational Experience Providing Services to Veterans	<input type="checkbox"/>	<input type="checkbox"/>
Understanding the Ability to Communicate the Needs of Veterans and their Dependents	<input type="checkbox"/>	<input type="checkbox"/>
Stated Purpose and Objectives for the Grant Funds, the Methods, and Timetable to Expend the Funds	<input type="checkbox"/>	<input type="checkbox"/>
Budget Clarity & Justification	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Plan for the Project	<input type="checkbox"/>	<input type="checkbox"/>
Program Goals & Objectives	<input type="checkbox"/>	<input type="checkbox"/>
Outreach & Referral Plan	<input type="checkbox"/>	<input type="checkbox"/>
Program Implementation Timeline	<input type="checkbox"/>	<input type="checkbox"/>
Past Performance	<input type="checkbox"/>	<input type="checkbox"/>
Experience Serving Underserved Populations or Underserved Geographic Areas	<input type="checkbox"/>	<input type="checkbox"/>
Past Working Relationships with Veteran Service Organizations	<input type="checkbox"/>	<input type="checkbox"/>

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

 WDVA Employee Reviewer - Print Name

 Applicant Print Name

X_____
 WDVA Employee Reviewer – Signature

X_____
 Applicant Signature

**NONPROFIT GRANT
SERVICE DELIVERY REPORT REQUIREMENTS**

FY22 Nonprofit Grant – Service Delivery Report

Grantee is required to submit a service delivery report (SDR) that includes outcomes and expenditures of your program to the Wisconsin Department of Veterans Affairs by **July 31, 2022**. Listed below is information that is required to be included in the SDR. We appreciate all you do to support veterans in Wisconsin and look forward to reviewing the outcomes and impact on the community. There will be no extensions this grant period.

Service Delivery Report Requirements

- A cover letter summarizing the Service Delivery Report.
- The grant amount requested, the grant amount received, and a detailed accounting of grant expenditures (e.g. administrative and program cost, marketing, materials, travel).
- Information relating to the effectiveness of the grant program and services funded by the grant using the following guidelines:
 - Description of the service(s) provided
 - Timeline for provision of service(s)
 - Service delivery method
 - Number of veterans served and the service(s) they received. Be specific in the type of service provided and how each service specifically benefited the veterans and their families.
 - The outcome of the service(s) provided to each veteran.
 - What impact/outcomes did your organization have on the underserved veteran populations and underserved geographically areas of the state? This information is to include all demographic data pertaining to veterans and locations served.
- The number of veterans and/or their family members assisted by the grant and overall effectiveness of the program.
 - Outcomes for veterans and/or family members
 - Success stories and lessons learned
 - Method for identifying/choosing veterans and/or family members for the program. Be specific in the methods used and how the organization reached the veterans identified in the grant proposal.

Acknowledgement of SDR Provided

WDVA Employee Reviewer – Print Name

Grantee Print Name

X_____
WDVA Employee Reviewer – Signature

X_____
Grantee Signature

FY22 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 July 30, 2021.

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?

Grant funds may not supplant existing employee wages or compensation. Grant funds can be used to hire staff exclusively to implement and administer the program(s) if included in the grant proposal approved by WDVA. Violation of this use may result in an obligation to return the full grant awarded. Grantee may not use more than 50% of the grant funds for employee wages, compensation, and related expenses assignable to the approved program for grant year 2022.

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 if you select to mail, please include four copies of your application, as described in the application. 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 July 30, 2021.

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

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.