

ENTREPRENEURSHIP GRANT PROGRAM APPLICATION (FY 19)

Organization Information

Name of Organization:

Legal Name, if Different:

Street Address:

City/State/Zip:

Additional Locations:

Contact Name:

Email:

Executive Director:

Telephone:

Website Address:

Fax No:

Federal Tax I.D. Number:

Date of IRS 501(c) (3) or 501(c) (6)
determination letter:

No. of Years in Service:

Number of businesses served annually by your organization?

Please respond to the following questions on a separate sheet(s) of paper:

- A. **Background and Organizational History:** Please briefly describe your organization, organization's mission and goals, and how your organization's program of services supports the needs of Wisconsin veteran entrepreneurs.
- B. **Organizational Qualifications and Past Performance:** Please briefly describe your organization's experience providing entrepreneurship training, technical and business assistance, financial assistance and/or other entrepreneurship services to veterans. The applicant must also demonstrate with data and/or graphs past performance expanding these services.
- C. **Experience Working with Veterans:** Please briefly describe your organization's experience coordinating services for veterans among multiple organizations, federal, state, local and tribal governmental entities. Identify the specific needs of the target population and how your organization addressed the needs. The applicant must also demonstrate with data and/or graphs past performance increasing collaboration with other agencies.
- D. **Need for Grant Funding:** Please briefly describe: (1) dollar amount of grant requested including a detailed budget proposal; (2) purpose of the grant; and (3) how the grant will address the needs of veteran entrepreneurs. If you received a grant from WDVA in the past five years, please describe the type of grant(s) received, the amount of the grant and date the grant(s) was received.
- E. **Outreach and Referral Plan:** Please briefly describe your organization's outreach in underserved populations or underserved geographic areas of the state, and screening plan (include your referral process and how your organization will assess the needs of participants). The applicant must also demonstrate with data and/or graphs past performance expanding outreach in underserved populations or underserved geographic areas of the state.
- F. **Program Implementation Timeline:** Please briefly describe your implementation plan and timeline for providing service to veterans under this grant.

- G. **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 evaluate program effectiveness.
- H. **Program Goals and Objectives:** Please briefly describe the program goals and objectives to be reached and the methods to be employed to achieve the stated objectives.
- I. **Past Working Relationships with other start-up businesses and entrepreneurship programs:** Please provide three Letters of Support from **start-up businesses and entrepreneurship programs** your organization has worked with within the past three years.

Terms and Conditions

It is understood and agreed by the undersigned that:

- By submitting this application, I certify that to the best of my knowledge and belief, the information submitted is true and correct;
- By submitting this application, I certify that the applicant is registered 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.
- 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, 2019, with the ability to request extension to December 31, 2019, 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. Additionally, grant funds shall be maintained in a separate account subject to audit by the Wisconsin Department of Veterans Affairs;
- Funds awarded may be reduced, suspended, or terminated at any time for violations of any terms and requirements of this agreement;
- Any proposed changes in this grant request as approved will 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;
- 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;
- The applicant understands this application and other materials submitted to the Wisconsin Department of Veterans Affairs (WDVA) may constitute public records subject to disclosure under Wisconsin's Public Records Law, § 19.31;
- The applicant agrees to comply with all state and federal civil rights laws of the Federal Civil Rights Act of 1964;
- 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;
- 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 of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan, or cooperative agreement; and
- 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

Required Attachments

For Grants under \$5,000:

1. Grant Request Cover letter that includes a synopsis of the grant proposal and amount of grant requested.
2. IRS determination letter certifying 501(c) (3) or 501(c)(6)status.
3. WDFI Certificate of Status certifying applicant is registered as a nonprofit organization and in good standing with WDFI.

For Grants over \$5,000:

1. Grant Request Cover letter that includes a synopsis of the grant proposal and amount of grant requested.
2. IRS determination letter certifying 501(c) (3) or 501(c)(6)status.
3. Income statement and balance sheet for most recent fiscal year (preferably independently audited).
4. If the grant is for a specific project, provide a detailed budget for the project.
5. List of board members and/or executive officers, including titles and affiliations.
6. Most recent annual report or other literature summarizing programs.
7. WDFI Certificate of Status certifying applicant is registered as a nonprofit organization and in good standing with WDFI.

To be considered for a grant, the complete application, including all supporting documentation, must be received by the date and time indicated on the Public Notice Announcement.

Please print the completed application, attach the required documentation, and e-mail or mail to:

Leslie Busby-Amegashie
Wisconsin Department of Veterans Affairs
Division of Veterans Benefits
201 West Washington Avenue
Madison, WI 53707
Email: vetsbenefitsgrants@dva.wisconsin.gov

Contact Information

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Wisconsin Department of Veterans Affairs
Division of Veterans Benefits
201 West Washington Avenue
Madison, WI 53707
Email: vetsbenefitsgrants@dva.wisconsin.gov
Phone: (608) 266-3575 or 1-800-947-8387

Grant Scoring and Evaluation

The Evaluation Committee, comprised of members of the Wisconsin Board of Veterans Affairs, will rate applications on a 100 point scale, based upon the following point values:

- Background and Organizational History (up to 5 points)
- Organizational Qualifications and Past Performances (up to 20 points)
- Experience Working with Veterans (up to 15 points)
- Need for Grant Funding (up to 15 points)
- Outreach and Screening Plan (up to 15 points)
- Program Implementation Timeline (up to 5 points)

- Monitoring and Program Evaluation (up to 10 points)
- Program Goals and Objectives (up to 5 points)
- Past Working Relationships with other start-up businesses and entrepreneurship programs (up to 10 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.

Timeline (Subject to Change)	
Date	Milestone
July 16, 2018	Grant opportunity announcement
September 14, 2018	Deadline for submitting applications
September 21, 2018	Applications to be reviewed by the Evaluation Committee
September 28, 2018	Evaluation Committee will make recommendations to WDVA Secretary
September 28, 2018	WDVA Secretary to review grant recommendations by the Evaluation Committee
October 5, 2018	Award notices issued
October 12, 2018	Signing of Grant Agreements by awardees
October 19, 2018	Grant checks issued