

Auxiliary Grant Program Changes

Mission-centric:

The Department of California Service Foundation's mission is to serve veterans. Our mission-focus-funding is starting in January 1, 2018. We will concentrate on projects and services *for veterans only*. This shift is to ensure that we can continue to grow funds to serve veterans, as well as keeping the intention of donations from the public to be used to serve veterans.

501 (c)(3):

As a 501 (c)(3) our focus will become more **mission-focused**. Post requests that provide a focus on direct services to veterans (showing outcomes and demographics of veterans served) have a better a chance of being funded.

We will not fund:

Any project that does not directly serve veterans.

Post/Auxiliary activities (awards, dinners, etc.,) that do not specifically benefit identifiable and quantifiable veterans, we will fund program related investments in post fundraising activities.

Program Related Investments (PRI):

A program related investment is a temporary investment in a program from the Foundation to the Post. Essentially, it is a loan to the post to leverage its fundraising potential. For example; if a post wants to have a dinner, dance or fish-fry, and it requires funding to purchase the raw materials needed to host the event; this is a program related investment. Even though it doesn't directly benefit veterans, it empowers the post to raise the funds it needs to function and to provide its chosen service projects on behalf of veterans.

PRI investment funds must be returned to the Foundation at the end of the grant year. This timing gives the Post to make up any differences. Posts that do not fulfill the terms of their PRI will not be eligible for another PRI for one year.

Post Travel:

Travel to state and national conventions is not considered direct service to veterans. ***Post travel grants will be funded for State and National Conventions as Challenge Grants***. The change to Post travel grants will commence on January 1, 2018. To provide more direct services to veterans, Posts are encouraged to raise money for *one person*, submit a grant request showing the representative attending, and the Foundation will provide grant funds for the second person with a completed grant request. Travel grants have a Learning Report requirement upon completion of travel. Specific changes are as follows.

1. Travel grants will cover the cost of Post volunteer to attend State and National Conferences. Air fair or mileage (whichever is less), lodging and meals are authorized ***while at the conference*** only.
2. Nonprofit volunteers rarely receive mileage reimbursement. Mileage will not be paid to any other member for the purpose of attending conferences.

3. Otherwise, volunteers who drive their vehicles when they perform volunteer work on behalf of AMVETS may utilize tax law to deduct 14 cents per mile, a rate that is set in statute. See more at: <https://www.councilofnonprofits.org/trends-policy-issues/volunteer-mileage#sthash.JN8C5dZK.dpuf>
4. **Mileage Exception:** *Mileage will be considered in your grant application for volunteer work that directly benefits veterans.*
 - Only volunteers who drive to Department of Veteran Affairs hospitals and other facilities where they are providing direct services to veterans in person, may request mileage reimbursement as a line item in their grant.
 - Volunteers in this category of service must fill out the Volunteer Hours Log form to verify direct service hours.
5. Posts that conduct fundraisers for the purpose of sending members to conferences, may choose to reimburse members for mileage and other expenses.

These standards help the foundation remain focused on VETERANS. It will make the grant process more competitive. Additional documentation, previously not required, must be submitted with all new requests. This change will help the Foundation maintain full transparency and accountability.

Some auxiliaries might decide to do independent fundraising to enable them to be more independent in their operations. Should you require ideas *on how to raise independent funds for your post auxiliary*, please do not hesitate to contact the grants manager.

Application:

The AMVETS Post Grant Application packet consists of the Instructions, Cover Page, Contact Page, Grant Request Form, Budget Worksheet, Volunteer Hours and Learning Report.

The AMVETS Dept. of CA Service Foundation does not fund donations (to other organizations), publication and advertising expenses, salaries or volunteer travel miles (with one exception), and anything outside the scope of the Project Narrative.

Please note that any award granted must be spent by December 31, 2018. The Service Foundation will also require a full accounting of all monies spent ***no later than thirty (30) days after the completion*** of the grant. The Service Foundation Grant Cycle runs calendar (Jan. to Dec.). If an applicant is applying for a grant that will span across two Grant Cycles, please ensure it is clearly stated in the Project Narrative and supported in the need for services and in the budget.

The award of a grant to an AMVETS Post constitutes a contract between the Post Applicant and the AMVETS Dept. of CA Service Foundation. The Post Applicant will be held to the terms set forth by the Grant Request Form, the Budget Worksheet, and outlined in the Award Letter. Breach of the terms of the Grant Request Form or the Budget Worksheet may result in the negation of the Grant, the return of the award to the Service Foundation and ineligibility to apply for a grant for one-year.

Eligibility:

Any AMVETS Post Auxiliary applying for an AMVETS Dept. of CA Service Foundation Grant must be compliant on all levels with State and Federal authorities governing not-for-profit organizations and re-validated by the AMVETS Department of California Service Foundation. Certification with President and Reporting Secretary's signatures must be included.

Reporting:

All grants reports must be submitted within 30 days of the end of the grant terms. *Failing to do so will make your post **ineligible** for the next grant period.*

Data:

Keeping data on the veterans you serve and including it in your grant report will place your post in a more favorable position to receive additional grants. Your ability to report data, helps The Foundation more clearly identify who we are serving and creates more opportunity to apply for grants that are related to specific groups of veterans.

Helpful data to gather, keep and report: Name of Facility, Branch of Service, Age, Ethnicity, Home State, Sex (M/F) does the Veteran Self-Identify as: LGBTQ – Other? Where did they serve (conflict?), how can we better serve them? What do they need?

If the Post needs help starting a data-tracking system, please do not hesitate to contact the Grants Manager.

Application Instructions:

The Applicant must submit a concise, readable, proposal and follow the directions carefully. All applications should be typed or written legibly. Any missing pages or documentation will make the grant ineligible.

Assemble one copy of the ORIGINAL, signed Grant Application (Do NOT Staple) in the following order:

- Contact Page with signed acknowledgments by President & Reporting Secretary
- Grant Request Form
- Budget Worksheet
- Grant Reporting Form (Due 30 days after grant period ends, along with attachments)
- Learning Report Form
- Volunteer Hours
- Any supporting documents (Data, Surveys you conducted, Reports, etc.)

Funding Levels:

The Foundation's number one priority is effective service to veterans. As a result, the Service Foundation may decide to award less funding than requested by an applicant or to limit funding as budget restrictions require. Applicants may be asked to modify their budgets and project objectives accordingly. Funding levels are competitive and will be considered on individual project merit.

Grant Applications must be received by the **Grants Manager** no later than **November 15, 2017**. Applications received beyond the listed date will not be considered – no exceptions.

Completed applications should be emailed to amendoza@teamamvets.com, or mailed and received by the following address by the deadline. Postmark does not count as meeting the deadline. Mail to:

Grants Manager
AMVETS Department of California
12345 Euclid St., Garden Grove, CA 92840
Tel: 714.761.5811 • Fax: 714.761.5812
amendoza@teamamvets.com