

01/31/2020



Disabled Veterans National Foundation

Funding Policy

Support to

Capacity Building Grants Program (Organizational Grants)

PHILOSOPHY:

The Disabled Veterans National Foundation exists to provide critically needed support to disabled and at-risk veterans who leave the military wounded— physically or psychologically—after defending our safety and our freedom.

Organizational Grants have been used by many veteran organizations to fund programs or initiatives in which they need outside funding. The Organizational Grant Program provides direct financial assistance to organizations providing mental and physical health services directly to veterans.

These grants are awarded to organizations around the country who are addressing the mental and physical recovery, housing and homelessness and employment of veterans in unique ways. Service dogs, equine therapy, yoga, art therapy, recreational therapy, housing and capacity building for employment are just a few of the innovative programs that DVNF supports.

DEFINITIONS:

1. Veteran Service Provider means: an authorized agency that has obtained 501(c)3 or 501(c)4 status from the IRS. This organization must provide direct physical or mental health services to veterans.
2. Financial assistance means: expenses to assist in providing program services, not to include overhead or organizational costs of running a Veteran Service Office or Organization, unless special exemptions are granted by DVNF's Board of Directors.
3. Approved means: authorized by the Board of Directors.
4. Board authorization means: an action reviewed and voted upon, which received a majority vote by quorum.
5. Available for vote means: able to cast a vote in favor or opposed to any action related to the DVNF.
6. Letter of Intent (LOI): A preliminary document submitted by a potential grantee declaration potential grantee of the intentions purpose of their grant request.
7. Grant Application: A grant application completed by potential organizations as a formal request for funding. Only approved LOIs are given the chance to submit a full application.
8. Grant Agreement: a written agreement provided by DVNF and reviewed and signed by grantee which memorializes the terms and conditions of the grant pursuant to the plan.
9. Interim Report: a written report provided by grantee to DVNF as a requirement to report the project progress and performance on scope, cost and schedule in the first six months after

signing the grant agreement. DVNF provides the interim report template for grantee to complete.

10. Final Report: a written report provided by grantee to DVNF as a requirement to report the projects achievements and impacts as well as the deviations and challenges experienced during implementation. This report confirms the project completion and leads DVNF toward grant closeout. Upon receiving the final report, DVNF determines the successful completion of the project and decides whether to close the project or not.

AWARD INFORMATION:

Funding will be provided in the form of a grant. Applicants may apply for a maximum individual grant fund of up to \$25,000 in response to the funding announcement made in each funding session. Awards made under this program are subject to the availability of funds. If additional funds become available, DVNF reserves the right to use such funds to select additional grantees from applications submitted in response to that specific funding session. DVNF also reserves the right to proportionally reduce or increase the size of a requested award for an applicant selected for funding to ensure overall program goals.

ELIGIBILITY INFORMATION:

Applicants should submit grants that are solely benefitting veterans and/or veteran-specific programs. Grant requests for overhead costs, salaries, and/or general support only, will not be approved for funding.

An organization that has an active grant with DVNF cannot apply for additional funding until their active grant is successfully closed, and they have to be in good standing.

The following organizations are eligible to apply:

- Institutions of Higher Education
- 501-C-3 non-profit
- 501-C-4 non-profit

PERIOD OF PERFORMANCE:

Programs funded under the Capacity Building Grants (CBG) Program will have the period of performance of 12-months that usually begins after signing the grant agreement, unless modified by DVNF.

AUTHORIZATION FOR FINANCIAL ASSISTANCE:

1. The DVNF Board of Directors are authorized to review requests for financial assistance, determine eligibility, determine the amount of assistance to be provided, and authorize the payment.
2. The DVNF Board of Directors reserves the right to deny expenditure of financial assistance under this policy for budgetary reasons or when the Board deems such assistance as not in line with the purposes of the Foundation.
3. The Board of Directors will approve all CBG grants which must be first reviewed and recommended by the DVNF CBG Program Director.

CBG PROCEDURES:

Applications for assistance should be completed and submitted to the Foundation's online application site by an authorized officer of the organization. The following procedures should be adhered to when requesting financial assistance for a veteran service provider for the purpose designated on the application form, and as approved and agreed upon by DVNF.

All grant requests must be submitted to DVNF between the stated deadlines on the website.

- a. In the first step, all organizations must complete and submit a Letter of Intent (LOI) in the online application site.
- b. If the application is promoted to round 2, a grant application form will become available in the organizations' document folder in the application site. The complete application along with the organization's most recent financials and project budget must be submitted by the deadline.
 - i. Organizations requesting financial assistance must include all sections outlined in the application to include the narrative, financial information and relevant attachments.
 - ii. Once all documents have been received, a site visit will be conducted by one of the Foundation's Program Officers.
- c. The amount of financial assistance provided to a veteran's service provider shall be determined on a case-by-case basis not to exceed \$25,000.
- d. Once the application is approved, the requesting organization must sign and return the Financial Assistance Grant Agreement to DVNF within 72h hours of application approval notification. No funds will be distributed to any organization that does not sign the grant agreement.
- e. Requesting organizations must report to DVNF at the times specified in the grant agreement.

- i. For Organizational grants, Interim reports are due 6 months after the date of the Grant Agreement. The dates will be specified in an email to the grantee.
- ii. Final reports are due one year from the Grant Agreement. Organizations must use the reporting template provided by DVNF and reports must be submitted using the online system.

If reporting requirements (last page of this policy) are not adhered to, the requesting organization is not eligible to apply for financial assistance for one year from the date of the prior application and a final site visit will be conducted by one of the Foundations' Program Officers.

LOIs EVALUATION CRITERIA:

Letter of Intent are usually understood as concept of the program the applicant has in mind to implement through a grant program. In LOI the applicant provides:

- A brief introduction and description of the organization.
- The project statement of need.
- The program implementation methodology which should present logical and achievable solution to the statement of need.
- Information about other funding sources if available.
- High-level financial summary.

APPLICATIONS EVALUATION CRITERIA:

Applications are evaluated based on the following criterions:

1. Minimum Qualifications

- 501-C-3 non-profit
- 501-C-4 non-profit
- Veteran organization or likeminded
- Address areas of Mental/Physical Health, housing/homelessness or employment

2. Organizational Introduction

- A clear and thorough introduction of the organization's mission and goals are stated

3. Organization's Experience and Capabilities

- Relevant services to veterans in mental/physical health, housing/homelessness or employment.

4. Project Narrative (Measurable goals/objectives)

- Project narrative includes clear, specific and measurable outcomes, using evidence-based research, expert findings and statistics related to mental/physical health, housing/homelessness or employment needs.

5. Comprehensive Approach

- The proposal advances 'solutions' that are as comprehensive as the problem(s) suggested.

6. Innovative

- An innovative project with original ideas furthering the advancement of veterans mental/physical health, housing/homelessness or employment.

7. Collaborations

- The proposal clearly describes participation and collaboration among veterans with mental/physical health needs and the community at large.

8. Capacity

- Staff and board members are knowledgeable of the proposed project and have the skills and training to successfully implement the proposed project.

9. Budget

- Itemized budget outlining operating expenses, non-personnel costs, the cost of services, including the organization's financial contribution towards the grant project.

10. Due Diligence

- Substantial research and statistical data were collected to support the request for funding.

SITE VISITS:

Site visits usually take place after the application submission. DVNF determines if a site visit is needed. The reason for this visit is to maximize DVNF's understanding of the applicant organization and project to improve the quality of the proposed project and verify the claims of the application describing that project.

PAYMENTS UNDER CBG:

Payments under CBG are usually made in installments. DVNF determines the number and amount of installments in the grant agreement. Usually, awards over \$10,000 are disbursed in two installments. First disbursement occurs after the grantee signs and submits the grant

agreement. The second installment occurs after submission and approval of the interim report which is usually due six months after signing the grant agreement.

REPORTS UNDER CBG:

Grantees are required to provide to the Disabled Veterans National Foundation an Interim Report in six months after signing the grant agreement and a Final Report at the end of the grant period of performance. If award is intended to support a specific event, Grantee will provide end of grant term report within 30 days of event date.

Interim Report is a requirement under CBG which is provided by grantee to DVNF as a requirement to report the project progress and performance on scope, cost and schedule in the first six months after signing the grant agreement. DVNF provides the interim report template for grantee to complete.

Final Report is another requirement under CBG provided by grantee to DVNF to report the projects achievements and impacts as well as the deviations and challenges experienced during implementation. This report confirms the project completion and leads DVNF toward grant closeout. Upon receiving the final report, DVNF determines the successful completion of the project and decides whether to close the project or not.

Grantees must provide any additional information, reports and documents as the Disabled Veterans National Foundation may request and allows the Disabled Veterans National Foundation and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this grant, for the purpose of making such financial reviews, verifications or program evaluations as may be deemed necessary by the Disabled Veterans National Foundation.