



Disabled Veterans National Foundation

Funding Policy

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.

SCOPE

This policy applies to all strategic and responsive grantmaking activities.

PURPOSE

The goal of the Disabled Veterans National Foundation (DVNF) Grants Department is to serve as a resource to the nonprofit sector. The purpose of the CBG Program Department is to identify and recommend to the Board of Directors programs and projects to receive funding that enhances the quality of life for disabled Veterans across the nation.

FUNDS

1. The Board of Directors allocates funds annually to the Program Department. Those funds are allocated for use in the Capacity Building Grants program, the Health and Comfort Program and other direct expenses related to the Foundation's programs.
2. Funds allocated for use in the grants program must be consistent with the Foundation's spending policy.

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.
4. The Foundation President has the authority to approve special initiative grants up to \$2,000. The Board of Directors must be advised of the grants approved at its next regularly scheduled meeting.
5. Applications must adhere to the Direct/indirect cost allocation.

Direct Costs

Direct costs are expenses related specifically with a particular project. They include costs for personnel, i.e., salaries, fellowships, and fringe benefits. Other direct costs may include equipment, travel, consultants, and subcontracted services.

Indirect Costs

Indirect costs (IDC) are an organization's overhead, administrative, or other expenses which are not readily identifiable with a specific activity or project or are shared among projects or functions.

The Foundation treats IDC as a percentage of direct costs and has two maximum IDC rates. The maximum IDC allowance is:

- 7.5 percent of total direct costs for projects that are primarily for professional development
- 15 percent of total direct costs for projects for all other programs.

This maximum allowance applies to the total proposal budget. Particular attention is paid in the budget review to confirm that indirect costs are not calculated twice for subcontracted services.

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 72 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 plus 30 days 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 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:

Each LOI/Grant Application will be reviewed to determine if it:

1. Meets the criteria developed by the Foundation
2. Is aligned with the Foundation's mission, vision and funding focus areas detailed on DVNF's Capacity Building Grants Webpage.
3. Furthers the Foundation's philanthropic mission and strategic plan as set forth by the Board of Directors.
4. Complies with the Foundation's Conflict of Interest Policy.

The Letter of Intent briefly describes the program the applicant plans to implement using the requested funding. In the LOI the applicant provides:

- A brief introduction and description of the organization.
- The project statement of need.
- The program implementation methodology which should present a 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 criteria:

- 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:

Organizations are required to complete an Interim and Final Grantee Report for each year funded. The Final Report will measure the expected outcomes against the actual outcomes, both in quantitative and qualitative measures, and share with the Foundation what they learned not only about their grant, but best practices or issue insights.

Grantee Reports are submitted by the grantee one calendar year after initial commencement of the grant plus a 30-day reporting period, allowing the organization to measure and evaluate the program over the course of a full year. If award is intended to support a specific event, Grantee will provide end of grant term report within 30 days of event date.

Reporting Date Definitions:

- *Start Date* – The Start Date is the initial grant agreement date.

- *End Date* – The End Date is one year from the grant start date.
- *Close Date* – The Close Date is the grant End Date plus a 30-day reporting period – this is the due date of the Final Report.

Report Types

Interim Report is a requirement under CBG which is provided by grantee to DVNF 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 the project is eligible for future funding.

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.

AMENDMENTS/EXTENSIONS

DVNF recognizes that changes in program implementation will occur and that these changes may improve effectiveness or allow grantees to respond to unforeseen circumstances. In order to request an amendment, grantees are required to submit a written grant amendment request to DVNF's Grants Department through the grant portal. Requested amendments to grant agreements must stay true to the original intent of the program as described in the grant application.

- a. Grants staff will determine if the request increases the effectiveness of the charitable activity or responds to unforeseen circumstances to enact the charitable activity.
- b. Provided the amount does not increase, grants staff may approve or decline the request, except in the case of a change in the grantee or payee, in which case, the President may approve or decline the request.
- c. If requested by the grantee, a one-time, no-cost extension (no more than 6 months) can be awarded by Executive Director
 - i. If a requested extension is greater than 6 months, the request will be referred to the Grants Advisory Committee for consideration

- ii. Organizations need to request an extension at least 30 days prior to the grant End Date
 - iii. The Program Officer will communicate an extension approval via email
- d. If the grantee requests additional funds, that request must go before the program committee and the Board of Directors.
- e. The Board of Directors will be routinely advised of the outcome of all grant amendment requests.

BUDGET MODIFICATIONS

- a. If a line item budget modification is less than 15% of the line item, AND the total change is less than \$5000, it can be approved by the Program Director as long as the modification does not substantially alter the scope or intent of the grant.
- b. If the modification request is greater than 15% of the line item, OR the total change is greater than \$5000, the Executive Director will make a final decision or refer to the Program Committee of the Board of Directors for consideration.