

2017-2018 POST

GRANT REQUEST PACKAGE



2017-2018 AMVETS POST GRANT APPLICATION INSTRUCTIONS

APPLICATION PROCESS

The AMVETS Post Grant Application packet consists of the Instructions, Cover Page, Contact Page, Grant Request Form, Budget Worksheet, and the Grant After-Action Reporting form. The AMVETS Dept. of California does not fund donations, publication, advertising expenses, salaries or travel, and anything outside the scope of the Project Overview and/or Narrative.

Please note that any award granted in 2017 must be spent by June 15, 2018, (any unused grant funds will be returned to the Department). The Department will also require a full accounting of all monies spent no later than fifteen (15) days after the completion of the grant. Reminder, Grant Funds must be utilized/spent as stated in you grant application. The Department Grant Cycle for the initial year of 2017-2018 (Dec 1, 2017 to Feb. 28, 2018). The following years will be Aug. 1 to Oct. 31. If an applicant is applying for a grant that will span across two Grant Cycles, it must be clearly stated in the Project Narrative.

The Grant Application will constitute an invitation to enter into a contract between the Applicant and AMVETS Department of California. Approval of the Grant Request creates a contract and the Applicant will be held to the terms set forth by the Grant Request, the Budget Worksheet, and outlined in the Award Letter. Breach of the terms of the Grant Request, Budget Worksheet and/or the Award Letter may result in the negation of the Grant, therefore requiring the return of the complete award to the Department. Note, future grant approval will be in jeopardy.

ELIGIBILITY

Any AMVETS Post applying for an AMVETS Dept. of California Grant must be compliant at all levels with State and Federal authorities governing not-for-profit organizations and be re-validated by the AMVETS Dept. of California.

AWARD LIMITS

Due to budget constraints, the AMVETS Dept. of California will not award more than \$1,000 for a single request.

APPLICATION INSTRUCTIONS

The Applicant must submit a concise, readable, proposal and follow the directions carefully.

Assemble the Grant Application in the following order (1-4 only):

- 1. Cover Page
- 2. Contact Page
- 3. Grant Request Form
- 4. Budget Worksheet
- 5. Post Grant After-Action Reporting Form (to be sent in No-Later-Than 15 days after the completion of the Grant)

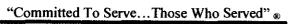
The Department may decide to award less funding than requested by an applicant, in which case, the applicants shall have the opportunity to modify their budget and project objectives accordingly or decline to accept the grant.

Grant Applications must be received by the Department Grant Committee no later than February 15, 2018. Applications received beyond the listed date may be considered.

Completed applications should be mailed to the following address:

AMVETS Department of California c/o Post Grant Requests 157 South K Street Tulare, CA 93274

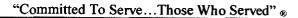






APPLICATION No.: (Assigned by Department)				
(Assigned by Department)				
TEAM AMVETS 2017-20	18 Post Grant Cont	ACT SHEET		
Post No.	EIN:			
Requestor:	Title:			
Mailing	Phone:			
Address:	Email:			
Total # of Grants	Total Amount Requested	\$		
The undersigned hereby acknowledges that the inbest of their knowledge and that the applicant's I funding.				
Post Commander	Post Adjutant			
I hereby verify that Post is compliant for-profit organizations and all AMVETS policies and receive, a grant from the AMVETS Department	s and procedures allowing	tate regulations governing not- said post to legally apply for,		
AMVETS Department of California Director of Operations		epartment of California		







TEAM AMVETS 2017-2018 POST GRANT REQUEST FORM Post# Request # Requestor Project Title Amount Requested \$ _____ Date of Project Natl. Reportable Program PROJECT BRIEF OVERVIEW STATEMENT OF NEED PROJECT OBJECTIVES PROCEDURE OUTCOMES PERSONNEL TIMEFRAME Attach "Team AMVETS 2017 Post Grant Budget Worksheet" If more space is needed, please attach additional sheets.

TEAM AMVETS 2017-2018 POST GRANT REQUEST FORM



TEAM AMVETS 2017-2018 POST GRANT BUDGET WORKSHEET

Post #	Request #	Program Date	Grant Amount	\$
Project Title				

	ITEM	DESCRIPTION	Cost	QTY	TOTAL
1			\$		\$
2			\$		\$
3			\$		\$
4		-	\$	_	\$
5			\$		\$
6			\$		\$
7			\$		\$
8			\$		\$
9			\$		\$
10			\$		\$
11			\$		\$
12			\$		\$



GRANT #
[DEPARTMENT Use Only]
"Committed To ServeThose Who Served" ®

2017-2018 POST GRANT AFTER-ACTION REPORTING FORM

Post #				_ Reporting Date			
Project Title				_ Program Date			
Reportable Pro No. of Individuals Ser		No. of Volunteers		Report Preparer No. of Volunteer Hours	Miles Trave		
Budget [must attac Grant Amount	th receipts]		- Amount Spent	\$	= Balance if the balance is: \$ > 0, to	\$ this must be returned	to the Department
Date	Vendor		Description			Budgeted	Actual
						\$	\$
							-
						_	
						-	
(If you need more soom	attach additional sheet]					<u> </u>	<u> </u>
fu you need more room	i attavn auditionai sneetj						
	Signature			Title		D	ate

TEAM AMVETS 2017-2018
Post Grant After-Action Reporting Form