

## **2017 VETERAN'S PASSPORT TO HOPE GRANT APPLICATION**

### **MINIMUM REQUIREMENTS TO APPLY FOR A 2017 VP2H GRANT:**

1. Applicant(s) must be a Colorado Based Veteran non-profit: 501(c)3 or the grant money spent must go directly to recipients residing in the state of Colorado.
2. Money must be used toward helping veterans and/or their families.  
(\*Veteran is defined as any Active Duty service member, Reservist, National Guard member, or retired military with an honorable discharge).
3. Applicant non-profits must have an efficiency rating of 70% or better.
4. All programs and services provided by the non-profit must be provided to veterans or to veteran family members at zero cost.
5. All applicants must be a 501(c)3 and must be able to provide the appropriate paperwork and EIN as proof.
6. Grant submissions must be specific in nature and funds must go directly toward the mission. Specific needs based and mission focused grants will be fulfilled first.
7. **APPLICATION DEADLINE: 31 March, 2017.**
8. **HOW TO SUBMIT:** All grant submissions must be both mailed in to:
  - a. VP2H Grant Committee, 384 Inverness Pkwy, Suite #250, Englewood CO, 80112.
  - b. **Email a copy as well to:** [info@veteranspassport2hope.org](mailto:info@veteranspassport2hope.org)
    - i. **In the subject line: Organization\_2017GrantApplication**

### **ADDITIONAL INFORMATION:**

1. Grant applications will be accepted 18 January through 31 March, 2017. **Applications received after 31 March, 2017 will not be guaranteed a review.**
2. Grant application packets must be scanned as a single PDF file and emailed to VP2H prior to the deadline to be considered. A hard copy also must be mailed in to Shane Schmutz (address provided below). Incomplete packets or packets submitted using the wrong format will not be considered. Please ensure that documents and narrative are in the correct order.
3. Grants awarded will be announced on or about June 30<sup>th</sup> of each year (or earlier).
4. Grant recipient will provide VP2H Board a follow-up report on the actual use and benefits derived no later than one calendar year after receiving grant.
  - a. We will provide grant recipients with a form which will ask for specific follow up information (how many veteran individuals or families our grant money helped and how).
5. The grant application will be available via our website (downloadable at [www.veteranspassport2hope.org](http://www.veteranspassport2hope.org)) and emailed out to as many veteran friendly non-profits as we can reach. We encourage all Colorado veteran non-profits to help spread the word.

## **REVIEW PROCESS:**

Our review process includes evaluating each non-profit and their grant submission packet utilizing the following weighted categories (we evaluated for a total score in which a sub-committee on our board uses this score as a tool in order to help decide grant award recipients and grant amounts):

- Meets minimum requirements
- 501(c)3
- Helps Vets and/or their families free of charge
- Exists primarily to help vets
- Efficiency rating (amount of funds going directly to helping veterans and/or their family members versus overhead)
- 990 Tax Form, Financial Statements, and Budget review
- Colorado based or Colorado operating arm
- Collaboration with other veteran friendly organizations
- Active board and quality of board
- Quality of website and focus on veterans
- How long has the organization been established
- Number of paid staff versus volunteers
- Fit with VP2H mission
- Risk of failure as an organization or as a program
- Ability for VP2H to make an impact
- Impact to VP2H marketing, brand, and reputation
- Ask amount
- Annual budget and revenue
- Size of non-profit
- Source of funding/donations
- Telephone call to each non-profit (made by our Grant Award sub-committee)

**Note 1:** In 2015 we had 27 submissions and fully or partially approved 17 out of the 27 submissions. We gave grants between the amounts of \$2,500 and \$30,000. We gave out a total of \$150,000 in grant money in 2015.

**Note 2:** We awarded \$200,000 in grant money in 2016.

**GRANT APPLICATION:**

**Section I: Cover Letter (One page or less).**

**Section II: Data Sheet**

Legal Name of Organization:

Amount of Grant Request:

Organizational Mailing Address:

Organizational Phone Number:

EIN:

Is your organization a 501(c)3 [YES or NO]:

Organization Website URL:

Name of Executive Director:

Phone:

Email:

Name of Board President:

Phone:

Email:

Grant Application Contact Name & Title:

Phone:

Email:

**Organizational Information:**

Description of Organization and how your organization helps veterans (One Paragraph – Less than one page):

Year Founded:

In which state is your organization headquartered:

If your organization is not headquartered in Colorado, do you have an arm, an office, or a program in Colorado:

Mission Statement:

Vision Statement (If applicable):

How often does your board meet:

List of services provided (free of charge) to Veterans and their family members:

For 2015 what percentage of donations came from:

- Federal Government Grants:
- State Government Grants:
- Grants (Other):
- Events (Galas, Golf Tournaments, Fund-Raisers):
- Corporations:
- Individual donations:

Which other veteran organizations do you collaborate with and how (provide list and one sentence description of how):

Geographic Area Served:

Total Income for 2016:

Total Income for 2015:

Total Income for 2014:

Total Expenses for 2016:

Total Expenses for 2015:

Total Expenses for 2014:

Total Number of paid Employees:

Total Number of paid Contractors:

Total Number of non-paid Volunteers:

Efficiency Rating for 2016 (as a percentage):

Efficiency Rating for 2015 (as a percentage):

Efficiency Rating for 2014 (as a percentage):

- Efficiency Rating Definition - How many pennies out of each dollar donated went directly to helping veterans and/or their families (as a percentage)?

One paragraph description of how you came up with your efficiency rating – please be descriptive:

How many individual veterans or individual family members were served by your program in 2016:

How many individual veterans or individual family members were served by your program in 2015:

How many individual veterans or individual family members were served by your program in 2014:

**Grant Request Information:**

Amount of Request:

Name of Program or Project:

Describe what the grant will be used for (no more than one paragraph):

How will you measure success (no more than one paragraph):

**Financial Information (Specific to your request for the specific program or project budget):**

Specific Veteran Program or Project Budget (if separate from overall mission or program):

Dates grant monies will be used:

Estimated Income for 2017:

Estimated Expenses for 2017:

**□ Section III: Attachments: Pass / Fail**

- 1. Current (year to date) financial statements
- 2. Most recent Year-end financial statements (990 Tax Form)
- 3. List of Major Contributors (Top 10)
- 4. List of Major In-Kind Contributors (Top 5)
- 5. Board of Directors List (Name, Board Title, and Name of Company of Employment)
- 6. Key Staff (Name, Title, Salary)

***By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.***

SIGNED NAME: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_

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**TO PROPERLY SUBMIT: YOU MUST COMPLETE BOTH STEPS 1 AND 2!**

**STEP 1:** All proposals and requested attachments must be submitted via email to (Scanned as one single PDF file): [info@veteranspassport2hope.org](mailto:info@veteranspassport2hope.org) SUB: "Organization Name\_2017 Grant Application"

**STEP 2:** Please, physically mail the completed packet to:

VP2H Grant Committee  
384 Inverness Pkwy  
Suite #250  
Englewood, CO  
80112.

**\*\*\*END OF APPLICATION\*\*\***