

## Veterans' Trust Fund of South Carolina

### **Grant Application Form & Instructions for the Grant**

If you are interested in applying for funding from the Veterans' Trust Fund of South Carolina, please review and follow instructions.

#### HOW TO APPLY FOR A GRANT

1. Review the Trust Fund's Grant Seekers Guidelines.
2. Determine if your organization is eligible to compete for funds and if there is a fit between your organization and the Veterans Trust Fund.
3. Review, complete and submit the Checklist and Grant Application Form with supporting documentation.

All requests must be submitted on the attached application form, along with the additional requirements on the Grant Application Checklist. Applications that do not follow the requested format on the Grant Application Checklist will be rejected. You may recreate the application form on your computer, provided you maintain the spacing for each question and use 12 point type or larger. Please do not include any supplementary material with your application other than what is requested of the Grant Application Checklist. However, the Veterans Trust Fund staff may request additional information on a case-by-case basis in the form of annual reports, evaluations studies, and support letters, or may request a site visit.

4. Submit four stapled or binder-clipped copies of your grant application and attachments before 30 Sep, 31 Dec, 31 Mar or 30 Jun. Please refer to the Grant Application Checklist for the proper order of submitting supporting documentation.

Before submitting your application, use the checklist to make sure your application is complete. Please do not use special covers or binders and use only one staple or binder clip per each copy of your application (including the requested supporting attachments). Your four identical copies may be bound together by a rubber band or large binder clips. The VTF does not consider proposals submitted by facsimile transmission (FAX).

Return to the Veterans Trust Fund

**FOR STAFF USE ONLY**

Grant Applications Revised: 12 December 2014

Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organizations Name:

Full Mailing Address:

E-Mail:

Full Physical Address:

WEB:

Telephone #:

FAX#:

Contact Person/Title:

Board Chair/President/Agency Lead:

Annual Operating Budget:

Most Recent Allocation from Other Grant(s): \$

Year:

Does Your Organization Have an Endowment:

Yes

No

If no, does your Board of Directors anticipate creating an endowment for the future? Yes No

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Amount Requested: \$

Total project budget: \$

Proposed time frame for use of grant: From \_\_\_\_\_ to \_\_\_\_\_

Purpose of Grant:

Who has committed funds for this program, and who is considering a funding request for this program?

Amount

Name

Committed

Pending

Your Mission Statement:

Briefly describe the organizations history:

Briefly describe the organizations current programs:

Briefly describe the total population that the organization serves described by race, gender, age, income, geography, and any other appropriate characteristics:

Describe the challenge/situation the grant will help to address:

State specifically how the grant will help address the challenge/situation:

State specifically how the grant will be spent:

How will your program, if funded, “MAKE A DIFFERENCE?” Include a brief description of THREE measurable outcomes you expect to occur from the program, and the method you will use to measure each outcome. (Please refer to the “Guidelines for Unrestricted Grants” for assistance in developing the outcomes.)

\*\*\*\*\*Applicants will submit a final report to the VTF within 30 days after the project end date. (Grant Request Final Report).

Grant Recipient will receive a memorandum notifying the applicant if the grant was approved and requirements of the grant and follow-up reports.

## The Veterans' Trust Fund of South Carolina Grant Application Checklist

Grant applicants MUST include all of the documents on this checklist along with the Grant Application form: KEEP THIS PAGE FOR YOUR RECORDS – include this page with your application.

Check carefully to be sure that your application is complete before submitting your application and supporting documentation. Please remember, your application (including the supporting documents listed below) MUST be in the following order:

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- Grant application form. Please make sure the first page of the application form is first! This is the page with the box in the top right corner that reads "FOR USE BY STAFF ONLY."
- Cover letter authorizing the grant request and signed by the Board President, Chairperson or Lead Agent.
- Copy of the organization's TAX ID # or Employee ID #.
- List of the organization's Governing Body (Optional).
- List of the project staff along with their Professional Qualifications.
- List of all collaborating partner(s). If none, so state.
- Financial information, including:
  - Copy of current annual operating budget.
  - Copy of previous year's annual income and expense statement. (Tax Statement)
  - Budget for proposed program/project with sources of project income and line item project expenses. This is in addition to the current annual statement operating budget requested above, and deals specifically with the program/project the organization is requesting funding for.
  - Plans for securing ongoing support for the project.

Submit four identical stapled or binder-clipped copies of your grant application and attachments before DATE TBD deadline. Use only one staple or binder clip copy per each copy of your application (including the requested supporting attachments). Your four identical copies may be bound together by a rubber band or large binder clips.

Hand deliver (Preferred) or mail to the Veterans Trust Fund at:

Veterans Trust Fund Administrator  
Administrative Coordinator  
SC Division of Veterans' Affairs  
1205 Pendleton Street, Suite 463  
Columbia, South Carolina 29201