



## Attachment Two – VDF Grantee’s Organization Information

### Submit organization’s information as indicated below:

- Attach and wholly incorporate additional sheets as necessary to respond to this Attachment Two.
- Identify any such attachment as “Attachment to Attachment Two.”
- Identify, by its number below, each requirement responded to in the attachments.

#### 1. Representative or Agent

**Applicant is the Proposed Grantee** that proposes to perform and complete the described event, program, or project and Statement of Work for ADVS as Grantor.

OR

**Applicant is the representative or agent for the Proposed Grantee** that proposes to perform and complete the described event, program, or project and Statement of Work for ADVS as Grantor.

If Applicant is a representative or agent of the Proposed Grantee, **attach a true and full copy of the power of attorney or other written instrument or instruments** by which the Applicant is duly appointed as representative or agent for the Proposed Grantee and which expressly states the authority and powers of the appointment.

#### 2. Veterans Service Organization (VSO) Charter

Grantee is a VSO? Yes  No  If yes, chartered by: National ABC Non Profit  
(Chartering state or national VSO)

#### 3. Grantee’s Form of Organization

**Grantee’s Business Name:** ABC NON PROFIT  
**Include:** VSO post or chapter number and/or, if any, other organization designation, e.g.: Sole Proprietor / Co. / Inc. / LTD / LLC / Partnership, etc.

**Street Address:** 3839 N. 3rd St. Please include the mailing address if it differs from the physical address  
**City:** Phoenix **State:** AZ **ZIP:** 85012  
**Phone:** (602) 555-5555 **Fax:** (602) 555-5556  
**Email:** inbox@abcnonprofit.org **Website:** abcnonprofit.org  
**State of Incorporation/Organization:** Arizona **Date Incorporated/Organized:** 01/01/2000

Grantee is in good standing with its state of incorporation or organization? Yes  No

#### 4. Grantee’s Operations

**Chief Staff Officer:** John R. Doe All correspondence pertaining to the **Title:** Director  
**Contact Person:** John Smith application will be sent to this person and email address **Title:** Treasurer  
**Contact Person’s Email:** jsmith@abcnonprofit.org **Phone:** 602-555-5554

**Grantee’s fiscal year:** 2021 **From Mo/Day** 07/01 **To Mo/Day** 06/30

**Total Operating Budget:** \_\_\_\_\_ **Past Year** \_\_\_\_\_ **Current Year** \_\_\_\_\_

**Grantee’s Staff:** **Paid FT** 0 **Paid PT** 0 **Volunteers** 25 **Other** 125 **Total Employees** 150

**Grantee’s EIN\*:** must match the grantee’s business name. **Federal Tax Exempt Status?** Yes  No

\*Federal Employer Tax Identification Number If no, explain why not on attachment.

Has Grantee’s governing board approved a policy, which states that the organization does not discriminate as to age, race, religion, disability, sexual orientation, sex or national origin?

Yes  No  If Yes, when? 01/01/2000

Attachment Three – Statement of Service – Event/Program/Project

Complete the SOS below. Provide specific responses.

- Attach and wholly incorporate additional sheets as necessary to respond to this Part Three.
• Identify any such attachment as "Attachment to Part Three."
• Identify, by its number below, each requirement responded to in the attachments.

1. Veteran Service Event/Program/Project Proposed

Total VDF Grant amount proposed by Grantee for the Event/Program/Project: \$ 4,999.99

Total Budget for the Event/Program/Project: \$ 10,000.00

Event/Program/Project Title: Veteran Relief Program

Description: The Veteran Relief Program provides housing support, food relief, and emergency financial assistance to Arizona Veteran clients. The program includes Arizona Veterans of all ranks and services. The description of your project/program/event should be clear, concise and reflected in your budget worksheet.

Location: The service area for this program is primarily in the West Valley of the greater Phoenix metro area.

Event/Program/Project Dates: From 07/01/2021 To 06/30/2022

Date(s) Funds are Required: 06/01/2021

2. Target Arizona Veteran Population

Target veteran population: Arizona Veterans in need of financial assistance primarily in the West Valley Pursuant to A.R.S. 41-608, the VDF may only be used for Veterans in this state and may not be used for project/program/event benefiting Active Duty Service Members

Benefits to target veteran population from Event/Program/Project: This program addresses immediate financial needs primarily brought on due to deaths, divorces, car, troubles, medical, temporary lodging, transportation and issues with or lack of employment with the goal of crisis prevention for Veterans and their families.

Benefits to the target population should include expected outcomes as applicable.

3. Grantee's Plan for Event/Program/Project

Date Grantee began or will begin preparation for event/program/project: 07/01/2021

How Grantee will involve target veteran population in planning of event/program/project: We partner with other agencies who recommend and conduct initial interviews/vetting of applicants. These include NWVA; Veteran's Success Center; Be Connected; Luke Chaplains.

How Grantee will involve the target veteran population in event/program/project: Agencies and those listed above, screen, interview, and vet potential needy veterans and their families and refer those clients to us. Our Chapter Board then reviews applications and personally interviews each client.

What Grantee will do at and during event/program/project: The interview is conducted by 3 to 5 ABC Non Profit Members who are also Veterans, in person when possible and virtually if necessary. The interview results and supporting materials are then sent to our Board of Directors for final approval.



**FOR EXAMPLE PURPOSES ONLY**

**Arizona Department of Veterans' Services**

**Budget Worksheet - Template**

Please note, the VDF does not cover personell costs

**VDF Grant Year 2021-2022 (FY22)**

Line	Revenue	FY Organization Budget	VDF Grant Request
1	Grants	14,999	4,999
2	Contracts	N/A	N/A
3	Corporate contributions	N/A	N/A
4	Membership	1,250	N/A
5	Individuals	N/A	N/A
6	Fees for services	N/A	N/A
7	Fundraisers, events, sales	N/A	N/A
8	Endowment	N/A	N/A
9	Interest income	N/A	N/A
10	Miscellaneous	N/A	N/A
11	<b>Total</b>	<b>\$16,249</b>	<b>\$4,999</b>
12	<b>In-kind</b>	<b>\$0</b>	<b>N/A</b>
13	<b>Total Revenue</b>	<b>\$16,249</b>	<b>\$4,999</b>

Line	Expenses (Examples)	FY Organization Budget	VDF Grant Request
14	Staff salaries and wages <i>List each position and cost</i>	0	0
15	Contract Services <i>List actual contract requirement and cost</i> <i>List lease cost</i>	0	0
16	Occupancy and utilities <i>List utilities such as electric, etc.</i>	0	0
17	Equipment <i>List types and cost</i>	0	0
18	Supplies and materials	0	0
	Rental Assistance	9,899	3,549
	Food Assistance	2,000	250
	Electric Bill Assistance	1,750	500
	Gas Bill Assistance	1,000	100
	Water Bill Assistance	700	100
	Fees Accrued from Late Payment of Bills	200	200
	Job Related Training	200	100
	Telephone Bill Assistance	500	200
19	Printing and copying	0	0
20	Telecommunications	0	0
21	Travel and meetings <i>List location and cost of travel</i>	0	0
22	Marketing and advertising	0	0
23	Staff and volunteer training	0	0
24	Other	0	0
25	Administrative (Grant request can't exceed 12.5%)	0	0
26	<b>Total</b>	<b>\$16,249</b>	<b>\$4,999</b>
28	<b>Revenue over Expenses</b>	<b>\$0</b>	<b>\$0</b>

Please list all planned expenditures in the applicable line item row

If any contract services are required, grantees must submit quotes/estimates for those services

Please provide a spenddown of how you plan to apply the VDF grant monies to your project/program/event budget