

Arizona Department of Veterans' Services

Veterans' Donations Fund A.R.S. § 41-608

Proposal for VDF Grant – \$5,000 or More



VDF Grant Year 2015 Applying for VDF Grant Using eCivis

Step 1 - Download the VDF Large Grant Proposal 2015.

Step 2 - Complete the proposal.

Step 3 - Submit the proposal packet, budget worksheet and any supplemental files.

1. Access the VDF-RFGP private solicitation web page located [here](#).
2. Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:

Arizona
Veterans' Donations Fund A.R.S. 41-608

Overview Eligibility Financial Contact **Files**

ID: N/A

Title: Veterans' Donations Fund A.R.S. 41-608

Application Start Date: 11/04/2015

Application End Date: 12/31/2015

CFDA: N/A

Reference URL:

Summary:

The purpose of this program is to support service events and projects that will benefit Arizona's veterans. Through this program, the funding agency intends to engage the community and veterans service organizations in the efforts to inform Arizona's nearly 600,000 veterans about benefits and lawfully assist them in their claims for the benefits. Generally, supported initiatives must be compatible with the following objectives:

- Assist Arizona veterans transitioning from military service
- Veteran career training or job placement
- Veteran homelessness and prevention
- Veteran court(s)
- Female Veteran Issues/Projects

A portion of funds may also support projects for veterans that relate to other objectives.

* eCivis Inc. is not responsible or liable for user-generated content.

3. At the Files tab, download and save each file to your computer

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on “File” in the upper left menu bar.
- c. Click on “Save As” in the drop down menu.
- d. Name the file and save it to a location on your computer that you can access later.
- e. Use the  back button to go back to the main page and then the Files tab.

DO NOT CLOSE THE FILE USING THE  OR YOU WILL CLOSE YOUR BROWSER.

Download and save the  Excel file using the following steps:

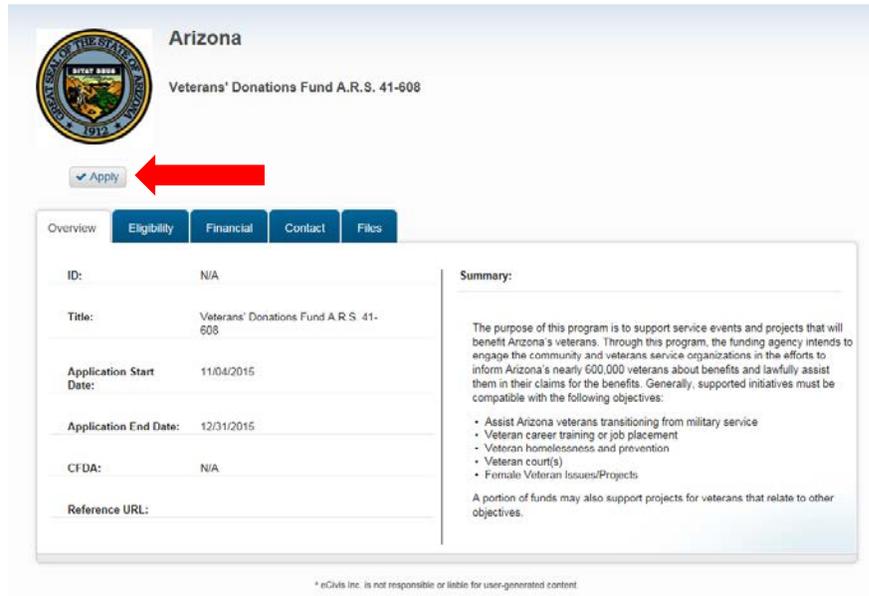
- a. Click on the file link to open the dialog box.
- b. Click on “Save As” in the dialog box.
- c. Name the file and save it to a location on your computer that you can access later.

Note: These are general instructions based on the use of Windows 7 as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.

4. Complete the proposal packet.

- a. **Proposal packet in PDF format** – Must be completed in fillable PDF format. Digital signatures of organization’s authorized officer will be accepted.
- b. **Supplemental documents** - Please label any supplemental documents with organization’s name and reference the attachment number for which you are providing the document. Supplemental documents should be uploaded in PDF or Word format. If handwritten documents are provided please make sure writing is legible.
- c. **Attachment 4 - Budget Worksheet in Excel format** – Must be completed and saved in Excel form. Do not alter the form in any way other than adding in line-item budget. Organizations using a similar format to that of Attachment 4 can submit their document showing line-item budget of project/event cost.

5. When the proposal packet files are complete, use the following steps to submit the proposal packet through eCivis:
 - a. Return to the VDF-RFGP private solicitation web page located [here](#):
 - b. Click on the “Apply” button.



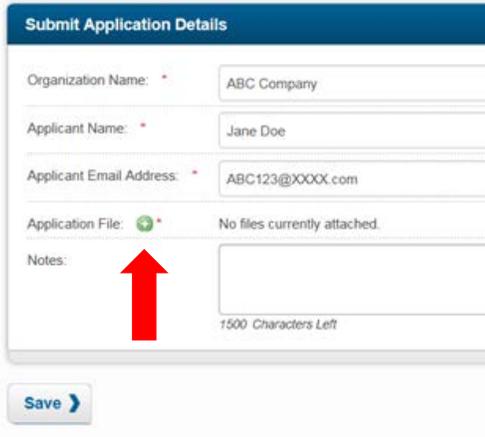
- c. Enter the required information (indicated by the red *) in the “Organization Name”, “Applicant Name” and “Applicant E-mail Address” fields.

The screenshot shows the "Submit Application Details" form. It has a blue header with the text "Submit Application Details". Below the header are five input fields:

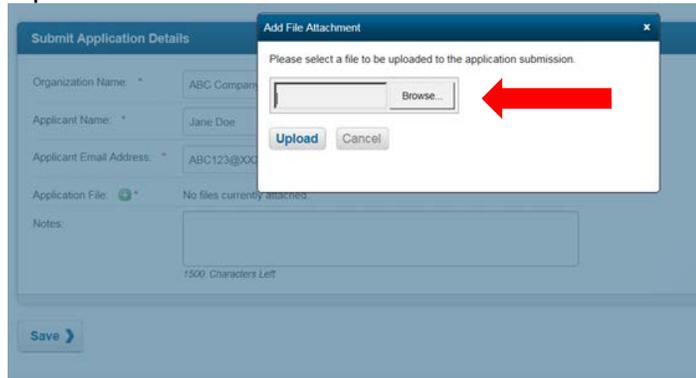
- Organization Name: * (with a red asterisk) containing "ABC Company". A red arrow points to this field.
- Applicant Name: * (with a red asterisk) containing "Jane Doe". A red arrow points to this field.
- Applicant Email Address: * (with a red asterisk) containing "ABC123@XXXX.com". A red arrow points to this field.
- Application File: (with a green plus icon) containing "No files currently attached."
- Notes: (with a red asterisk) containing a large empty text area. Below the text area, it says "1500 Characters Left".

 At the bottom of the form is a blue "Save" button with a right-pointing arrow.

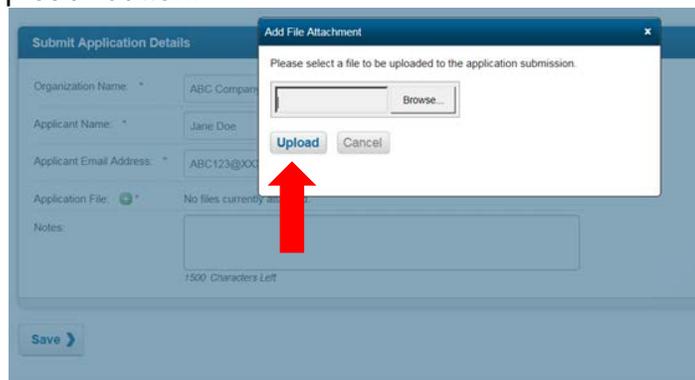
- d. Click on the  green plus sign next to “Application File”.



- e. Click on the “Browse” button and find the completed VDF Grant Proposal PDF file on your computer and double click the file.



- f. Click on the “Upload” button.



- g. Look for the “Success Notification” and the file name listed on the screen.

The screenshot shows the 'Submit Application Details' form with the following fields: Organization Name: ABC Company; Applicant Name: Jane Doe; Applicant Email Address: ABC123@XXXX.com; Application File: Appendix (highlighted with a red arrow); and Notes: (1500 Characters Left). To the right, a 'Success Notification' dialog box displays the message: 'The file attachment was uploaded successfully.'

- h. Repeat steps d. through g for a budget worksheet file and any supplemental documents file until all necessary files appear on the screen.

The screenshot shows the 'Submit Application Details' form with the following fields: Organization Name: ABC Company; Applicant Name: Jane Doe; Applicant Email Address: ABC123@XXXX.com; Application File: Appendix B - Application Cover Sheet 120114 - fillable.pdf, Appendix C - Project Proposal Template.docx, Appendix D - Budget Template 021215 - Fillable.pdf (all three files are circled in red); and Notes: (1500 Characters Left). A 'Save' button is visible at the bottom left.

*Note: your files will not have the same name as listed above.

- i. Use the optional “Notes” field to add additional information (up to 1,500 characters) if necessary.

The screenshot shows the 'Submit Application Details' form with the following fields: Organization Name: ABC Company; Applicant Name: Jane Doe; Applicant Email Address: ABC123@XXXX.com; Application File: Appendix B - Application Cover Sheet 120114 - fillable.pdf, Appendix C - Project Proposal Template.docx, Appendix D - Budget Template 021215 - Fillable.pdf; and Notes: (1500 Characters Left) (highlighted with a red arrow). A 'Save' button is visible at the bottom left.

- j. When you have confirmed that all required information has been uploaded click on the “Submit” button. The proposal packet must be submitted prior to 11:59PM (Arizona) on December 31, 2015. No late proposals will be accepted.
- k. Wait for the notification below and print this screen for your records.

The screenshot shows the 'Submit Application Details' form with a success notification: 'The application has been submitted successfully.'

You will receive a confirmation e-mail no later than the next business day. If you do not receive a confirmation e-mail please contact us.

The tentative date for award notifications is March 1, 2016. Please do not contact us prior to that date.