



Veterans Council of Duval County

"Strength in Unity"

Veterans Memorial Arena Trust Fund

GRANT GUIDELINES

The Veterans Council of Duval County is privileged that through the Naming Rights Agreement between VyStar Credit Union and the City of Jacksonville, it is able to give back to Veteran's Service Organizations located in Jacksonville, Duval County, Florida that serve Veterans' needs who reside in Jacksonville, Duval County, Florida. These funds are to aid our local veterans in an effort to improve their lives and morale. Grants will be awarded in a range of \$500.00 to \$10,000.00.

These grants are expected to broadcast a positive image of the collaboration between the City of Jacksonville, Vystar Credit Union, the Veterans Council of Duval County, and all members and member organizations of the Veterans Council of Duval County in support of the veterans and their families in Duval County.

A. **ELIGIBILITY:** To be considered for funding, organizations must:

1. Have a current non-profit, tax-exempt classification under section 501(c) of the Internal Revenue Code.
2. Have completed and filed a Form 990 or a Form 990IN
3. Be current on any other Internal Revenue Service reporting requirements.
4. Be in good status with the Florida Department of State, Division of Corporations.
5. Organization must have a physical location or address within, or have operations based in Duval County, Florida.
6. Have broad community support and address specific veteran's needs equally without discrimination against any specific race, gender, sexual orientation, or religious background as protected by law.
7. Expend funds and provide services only in Duval County, Florida.
8. Applicants must address service to veterans in their mission statement.
9. Any grant funds awarded must be expended within 12-months from the date the funds are disbursed.
10. Eligible organizations with a member sitting on the VMATF Committee may apply for a grant but that committee member shall not be present during deliberations of their organization's application and shall not have a vote for

approval for their organization's grant request. The Committee member may be present during the public hearing (VCDC members in good standing only).

11. Grants must be used to serve any veterans and veteran's families in Duval County, FL and not only members of the requesting organizations.

B. EXCLUSIONS: Funds will not be granted for or to the following:

1. Individuals, (Scholarships and/or veteran programs benefiting students of veterans will be considered but an individual cannot apply for grants themselves).
2. Private Foundations
3. Organizations that are themselves, grant-making bodies
4. Organizational Salaries, Commissions, Rent, or Utilities (program or project specific operational expenses may be allowed upon review or application)
5. Organizational travel or conference expenses
6. Sponsorships, events or projects for which organization's staff may receive tangible benefits or privileges
7. Political Action Committees, political causes, or candidate's political support
8. Debt reduction for the organization applying for the grant
9. Gifts, honorarium, gratuities
10. Advertisement (unless specifically utilized for a project and the requested advertisement funds are limited to 5% of grant received)

C. PARAMETERS: This is what we are looking for (it is suggested to specifically write either of these into your grant application):

1. Project or program's specific needs that serve Veterans first
2. Veteran(s) lives impacted, services provided, needs met, increased reach, etc.

D. PROCEDURES: When submitting a grant application, please ensure all requested information, with supporting documentation, is uploaded to the City of Jacksonville's online application portal.

1. Required Documentation:

- a) Completed grant application
- b) Current W-9 from your organization
- c) Proof of the organization's 501(c) status
- d) Most recent audited financial statements
- e) Most recent IRS returns
- f) Most recent Form-990 or Form-990IN
- g) Certificate of Status from Florida Division of Corporations
- h) Operating budget for the current fiscal year

- i) Supporting documents regarding how funds will be used
- j) Solicitation of Contributions Registration Application (can be found using this link: <http://forms.freshfromflorida.com/10100.pdf>.)
- k) Copy of previous "close out" report if your organization has received prior grants from the Veterans Memorial Arena Trust Fund (Appendix A) - Recipients will be allowed time from the initial October distribution to the following October to show use of previously awarded funds. Hypothetically, an organization could be requesting a grant while still using their funds received from the previous year's grant.
- l) Grant recipients must execute a "Veterans Council of Duval County" Agreement

2. Recognition of the Veterans Council of Duval County

- a) If awarded a grant, recipients shall identify the Veterans Council of Duval County as a contributor. All such acknowledgements and promotions shall be subject to the prior approval of the Veterans Council of Duval County. This may be accomplished through newsletters, social media, websites, events, annual reports, signage interviews, etc. The award of grant funds may not imply or infer an approval or recommendation by Veterans Council of Duval County. The Veterans Council of Duval County will provide a copy of the logo for recipients to use.

3. GRANT APPLICATION TIMELINE:

- a) The Veterans Memorial Arena Trust Fund grant application will be available via the Veterans Council of Duval County and the City of Jacksonville's Military and Veterans Affairs Department (MAVD) websites commencing January 1st of each year. The Deadline for submission of applications and all required supporting documentation is 11:59pm on January 15th of each year. **NO EXTENTIONS WILL BE ALLOWED.** Any Organization receiving a grant award will be announced no later than April 1st of each year. Funding of awarded grants will be funded after October 1st of the year the grant is submitted, once the City of Jacksonville Budget has been approved. All funds must be used before the next grant cycle.
- b) The Chairman of the Veterans Council of Duval County shall appoint a neutral third party, not affiliated with the VCDC or member organization requesting a grant, to review all applications for completeness. Once all completed applications are received and reviewed, the third party

will provide the names of those organizations making application to the Executive Board. The Executive Board shall then provide, to the public, a listing of the entities making application. The completed applications will be submitted to the Veterans Memorial Arena Trust Fund Committee (VMATFC) for consideration.

- c) Any incomplete application submitted will automatically be rejected and the organization will be provided notice of rejection by the Executive Board. Every application that is complete will receive a confirmation from the Executive Board once submitted to the VMATFC.
- d) The VCDC will announce the applicants for the grants via email and social media to the Council no later than January 22nd of the current year.
- e) The VMATFC shall, no later than the December VCDC monthly meeting, post and announce their meeting(s) that will be held to discuss the grant applications, with the first meeting occurring no earlier than January 15th and no later than seven days after the VCDC January monthly meeting. There shall be a minimum of two VMATFC meetings prior to the VCDC monthly meeting in March.
- f) Any veteran or organization desiring to submit their concerns or recommendations for any organization that filed a grant application that has been announced by the Executive Board may submit, in writing, their concerns or recommendations to the Committee Chairman no later than 15 days after the Executive Board has made its public announcement of the grant applicants.
- g) An hour before the VCDC monthly meeting in March, there will be an opportunity for each applicant to address the VMATFC at a public hearing. Each applicant will be given three (3) minutes to address the VMATFC regarding their current year's grant application(s). Once each applicant has had the chance to address the VMATFC, any applicant will be given another three (3) minute opportunity to address the VMATFC regarding their current year's application. All applicants addressing the VMATFC will be finished within the hour before the normally scheduled March VCDC monthly meeting.
- h) Two or more veteran organization members in good standing may collaborate on a project and apply for a grant to be utilized on the collaborative project. This project will be known as a "Veterans Council of Duval County" sponsored

project. The amount of any collaborative project shall be limited to between \$500.00 to \$10,000.00 per organization that is part of the collaborative project. Grant award winner(s) will report 50% of grant expenditure and 100% of grant completion in the given year of distribution of grant funds (October to October).

- i) The VCDC does not have to apply for a grant to obtain funds from the VMATF for use in its educational and outreach projects, advertisements or programs, special events, third party professionals for advice, development of business plans, renderings, or plans. These funds will be held and accounted for separate from the VCDC's operating account and shall be spent only on items approved by the VCDC's members in good standing. The amount obtained from the VMATF shall not exceed \$2,500.00 annually unless approved otherwise by the VCDC members in good standing.



Veterans Council of Duval County

"Strength in Unity"

Appendix A - Close Out Report

If your organization has received a grant from a prior year, you must submit with your new grant application the best summary of the use of those funds. This must be submitted with the Grant application which opens on January 1st. The following format should be used.

- A. Grant Amount:
- B. Date funds distributed:
- C. Funds spent to Date:
- D. Plan to use funds with a timeline:
- E. Explanation of how your organization will use prior years funds while requesting more grant money for the next year.

Grant recipients will submit a written explanation when all funds have been distributed proving the use, as directed, of the grant funds.