

# VETERANS TRUST FUND GRANT

Colorado Veterans Community Living Centers Application Instructions  
Colorado Department of Military and Veterans Affairs

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**Applications Due:**

**March 1, 2025**

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**Applications should be submitted to:**

[grant.submission@dmva.state.co.us](mailto:grant.submission@dmva.state.co.us)

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**Questions?**

For Questions or clarification, please contact:

**Lisa Stamm**, Grants Manager, Colorado Division of Veterans

Affairs Email: [Lisa.Stamm@dmva.state.co.us](mailto:Lisa.Stamm@dmva.state.co.us)

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## **Veterans Trust Fund (VTF) Grant Overview**

The **Veterans Trust Fund (VTF) Grant** was established in 2000 by the Colorado State General Assembly to address the needs of veterans in the state. The VTF is funded through **Tobacco Master Settlement** funds, with an annual Long Bill appropriation provided by this settlement revenue.

According to **Section 28-5-709, C.R.S.**, VTF monies may be used for:

- **Capital improvements** or needed amenities for state veterans nursing homes.
- **Costs incurred** by state veterans' cemeteries.
- **Administrative costs** incurred by the Department of Military and Veterans Affairs to manage the program.
- **Grants to veterans' programs** operated by nonprofit veterans' organizations that meet criteria adopted by the Colorado Board of Veterans Affairs (CBVA).

## Eligibility and Requirements

Nonprofit organizations eligible to receive VTF grants must be:

- **Nationally recognized** veterans service organizations.
- Operating as a **501(c)(19)** or **501(c)(23)**.
- **Serving Colorado veterans.**

The VTF grant is governed by the **Colorado Board of Veterans Affairs** (Board) and the **Colorado Division of Veterans Affairs** (Division).

## The Role of the Colorado Board of Veterans Affairs

The **Board**, comprised of **seven members** appointed by the governor, is responsible for overseeing and implementing the VTF grant program. Key responsibilities include:

- **Reviewing and approving applications:** Applicants must submit a grant application in a form adopted by the Board. A **majority vote** from the Board is sufficient to approve a grant.
- **Setting guidelines and standards:** These include the application process, criteria for selecting grantees, terms and amounts of grants, and standards for evaluating the effectiveness of veterans programs that receive funding.

## The Role of the Colorado Division of Veterans Affairs

The **Division** is responsible for administering the VTF grant program in compliance with statutory requirements and Board guidelines. Administrative activities include:

- **Processing applications.**
- **Assisting the Board** with grant decisions.
- **Managing and overseeing all awarded grants.**

## Purpose and Scope

The **Veterans Trust Fund (VTF)** provides funding for **Veterans Community Living Centers (VCLCs)** for capital improvements or necessary amenities. These improvements should have a positive impact on veterans residing in these homes. Each year, a priority list of projects is established by the **Colorado Department of Human Services** to guide project selection.

## Requirements

### *Eligible Organizations*

- **Colorado Veterans Community Living Centers (VCLCs)** located throughout the state.

### *Eligible Projects*

- **Capital improvements and amenities only.**

### *Terms and Limitations*

- Each **VCLC** is responsible for submitting an application directly to both the **VTF Grant Manager** and the **Department of Human Services**.

## Applications

**Original, signed applications** must be received by **March 1, 2025**.

Please note: **ONLY** electronic submissions will be accepted.

Email your application to: [grant.submission@dmva.state.co.us](mailto:grant.submission@dmva.state.co.us) .

Mail or hand deliveries will not be accepted.

## Applicant's Responsibility:

- It is the applicant's responsibility to ensure that the application is received by the grant office by the deadline.
- The required forms for the **FY2026 can be found on our website.**
- All required elements must be included using the provided templates and formats. Incomplete applications will **not** be considered.

## Required Elements:

1. Application Form
2. Program Summary
3. Budget

## Questions

For any questions, please contact the **Grant Manager:**

- Lisa Stamm
- Phone: 720-628-1480
- Email: [lisa.stamm@dmva.state.co.us](mailto:lisa.stamm@dmva.state.co.us)

## Application Evaluation Criteria

Applications will be evaluated based on the **application** and priorities.

## Grant Awards

### *Funding:*

- Applications may be funded in full or in part. If partial funding is awarded, a **Letter of Intent** and grant contract will specify any limitations.

### ***Notification and Grant Agreement:***

- Once an award has been granted, the grantee organization will receive a **Letter of Instruction** and a **Grant Agreement**. These documents will be emailed to the authorized representative. The **Grant Agreement** is a **unilateral agreement**—by signing and submitting the application, the applicant agrees to accept the terms and conditions upon being awarded. The Grant Agreement document will finalize the agreement with specific terms.

### ***Reimbursement Eligibility:***

- Expenses are not eligible for reimbursement until:
  - The date the agreement is fully executed, or
  - July 1, whichever is later

### ***Grant Handbook:***

- The grantee will also receive a **Grant Handbook** that explains VTF VCLC grant processes and procedures

## **Requesting Reimbursement**

- In addition to submitting documentation to the Grants office, a **request for reimbursement** must be initiated in the **CORE system**:
  - Create an ITI (Internal Transaction Initiation) and submit it to workflow
  - The **Department Code** must be **OBAA**
  - Once approved, the **DMVA Accounting Department** will issue the **ITA** (Internal Transaction Authorization)

## **Final Reimbursement Requests:**

- Any final requests for reimbursement must be submitted to the Department by **June 30 of the grant contract period**