

# FY2026 Veterans Trust Fund Grant Application Instructions

## Colorado Department of Military and Veterans Affairs

Applications Due: March 1, 2025



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

### 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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### IMPORTANT APPLICATION INFORMATION

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#### PLEASE READ ALL THE INSTRUCTIONS CAREFULLY

- This application includes **new information** for this year. Please review all instructions thoroughly to ensure your application is complete and accurate.
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#### NEW: REQUIRED MEETING FOR NEW APPLICANTS

- If you are a new applicant, you must schedule a meeting with the Grants Manager to review your proposed project and budget. This step is required before submitting your application.

To schedule the meeting, please send a request to:

Lisa Stamm, Grants Manager, Colorado Division of Veterans

Affairs Email: [lisa.stamm@dmva.state.co.us](mailto:lisa.stamm@dmva.state.co.us)

Please ensure to schedule this meeting well in advance of the application deadline.

## APPLICATION TRAINING

The Colorado Division of Veterans Affairs will hold training sessions for this year's grant application process. These sessions will cover all new details, including examples to guide applicants.

For Training Dates and Webinar Links, please check the [Colorado Division of Veterans Affairs website](#) for the most up-to-date schedule.

All applicants are strongly encouraged to attend at least one training session to ensure they are familiar with this year's updates and the application process.

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## APPLICATION TECHNICAL ASSISTANCE

If you need **individual assistance** with your application, please contact **Lisa Stamm** to schedule a one- on-one appointment at:

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

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## PROGRAM SUMMARY

The **Veteran's Trust Fund (VTF)** grant was established in **2000** by the **Colorado State General Assembly** to address the needs of veterans in Colorado. The VTF is funded through **Tobacco Master Settlement** funds. According to state statute, the VTF receives an annual **Long Bill** appropriation funded by these settlement revenues.

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## STATUTORY REQUIREMENTS

As per **Section 28-5-709, C.R.S.**, the VTF must be used for the following purposes:

1. Capital Improvements or needed amenities for state Veterans Community Living Centers only.
2. Costs incurred by state veteran cemeteries.
3. Costs incurred by the **Division**.
4. **Grants to veteran programs** operated by nonprofit veterans organizations, which meet the criteria adopted by the **Colorado Board of Veterans Affairs (Board)**.

## GRANT OVERSIGHT

The VTF grant is governed by:

### The Colorado Board of Veterans Affairs (Board)

- The Board is comprised of **seven members** appointed by the governor and is responsible for overseeing the VTF grant program.
- The Board approves guidelines, standards, and application forms.
- The Board determines the criteria for selecting qualified applicants and grants, including the amounts awarded.
- The Board votes on grant applications, and a **majority vote** is sufficient to approve a grant.

### The Colorado Division of Veterans Affairs (Division)

- The Division is responsible for **implementing and administering the program** in accordance with statutory requirements and Board guidelines.
- Administrative responsibilities include processing applications, assisting the Board with grant decisions, and managing and overseeing awarded grants.

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## PURPOSE AND SCOPE

The overarching goal of the **Veterans Trust Fund (VTF)** is to support organizations in meeting the **community-defined needs of veterans** in the state of Colorado. The program's services include direct assistance to veterans, specifically addressing their **unmet material or financial needs**.

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## EXPECTED OUTCOMES/IMPACT

The VTF aims to achieve the following outcomes:

- Enhanced self-sufficiency and economic stability for veterans.

- Increased **access to healthcare** services.
  - **Stable housing** and supportive services for veterans.
  - Increased food security.
  - Improved **relationships** and overall well-being of veterans.
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## REQUIREMENTS

### Eligible Organizations

Eligible organizations must be **nonprofit organizations** nationally recognized by the **U.S. Congress** as providing services to veterans. Typically, these organizations hold a designation by the **Internal Revenue Service (IRS)** as a **501(c)(19)** or **501(c)(23)**. Some **501(c)(4)** organizations may also be eligible if recognized as veterans' organizations.

All eligible entities must serve **Colorado veterans**.

### Programs and Projects

Eligible programs and projects must be located in **Colorado** and provide **direct assistance** to meet the needs of Colorado veterans. Veterans whose character of service is other than **Dishonorable** are eligible for services under this program.

### Terms and Limitations

- One Application per Organization.
- Organizations may apply for only one grant per funding cycle.
  - Organizations may not receive funding from both the **Veterans Assistance Grant (VAG)** and **VTF** grant programs.
- Expenditure Limitations:
  - Administrative or capital costs are not allowed, except for office supplies and as specified in statute for Veterans Community Living Centers.
  - Rent deposits are not allowed.
  - Capital improvements are not allowed. These would include replacements instead of repairs. Capital improvements are only allowed for Veteran Community Living Centers.

- **Memorials, club renovations, honor guards, and tributes to veterans** are not eligible for funding through the VTF grant program.
  - **Services Provided Directly:**
    - Applicant organizations must provide services directly.
    - **Pass-through funding** (funds provided to other organizations) is not permitted.
  - **Prohibition on Supplanting:**
    - Grant funds cannot be used to **replace** existing funds for ongoing programs or projects.
    - **Supplanting** is defined as using grant funds to replace existing funding sources for an activity or program.
  - **Use of Funds:**
    - Grant funds may only be used to address a **material or financial unmet need** of a veteran.
    - Other uses of funds are prohibited.
  - **Vehicle Purchases:**
    - For vehicle purchases, please contact the **Grant Manager** to review additional terms and limitations.
    - A **current bid sheet** is required for any vehicle purchase.
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## APPLICATION SUBMISSION

All application materials can be found at [Grants | Colorado Division of Veterans Affairs](#)

- **Deadline:**
  - All applications must be received by **5:00 PM (MST), March 1, 2025**.
- **Submission Method:**
  - Only electronic submissions will be accepted.
  - Applications must be sent to: [grant.submission@dmva.state.co.us](mailto:grant.submission@dmva.state.co.us)
    - Note: Applications submitted by **mail** will NOT be accepted.
- Applicants must **set up receipt confirmation** on their email to ensure acknowledgment of submission. It is the applicant's responsibility to verify that the application has been received. Without proof of receipt, we cannot validate that your application has been received.

## APPLICATION INSTRUCTIONS

The **Grant Application** and **Program Detail Forms** are required and are available separately from these instructions. All application materials can be found at [Grants | Colorado Division of Veterans Affairs](#)

- **Deadline:** March 1, 2025

All application materials should be submitted as **two separate attachments**. Please follow the instructions for the proper format of each attachment.

For sections where forms are not specified, please follow the format instructions provided.

### ATTACHMENT 1 Documents:

- Submit both the application and program details forms as one attachment labeled **Attachment 1**.
- FY2026 VTF Grant Application Form
  - (2-page form attached)
  - Submit the **original copy** of the completed grant application form.
- Program Details Form
  - Complete the required form that accompanies the application.
  - Handwritten forms are not accepted.
- Program Budget (Please refer to Appendix 1 for example)
  - Submit a **complete line-item budget** with a detailed **budget narrative** (see example attached).
  - Submit all budget information requested under the program detail budget section
  - Identify any other sources of funding that will be used for the program or project.
  - Submit agency budget

### Attachment 2 Documents:

Submit the following documents below labeled as Attachment 2:

- Pre-Award Questionnaire (*form on website*)
- Proof of Current Nonprofit Status (within the last 5 years)

- If nonprofit status is through a State or National entity, submit a **current letter of affirmation** from that entity.
  - Proof of Current Certificate of Good Standing with the Colorado Secretary of State
  - Completed and Current IRS Form W-9 with EIN number
  - Submit your **current policy and procedure** on how you determine veteran need.
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## EVALUATION

- Initial screening of each application is performed by the Division's Grant Manager to assess both **eligibility** and **completeness**.
  - Ineligible and incomplete applications will be rejected.
  - Applications are evaluated by a subcommittee of the Colorado Board of Veterans Affairs and the director or designee of the Colorado Division of Veterans Affairs in conjunction with the DMVA Grant Manager.
    - The Board subcommittee is comprised of board members appointed by the chair. The subcommittee makes recommendations utilizing an objective scoring tool, considering both the monies available to allocate and geographic distribution factors. Those recommendations are forwarded to the full Board for consideration and final vote.
  - **Available Funds** - The Board will consider the total funds available, the total funds requested, the number of applications, the geographic distribution of applicants, and the number and types of programs in each region.
  - Applications scoring **less than 60 points** will not be considered. The full Board conducts the application review, votes, and awards the grant recipients. The Board's decisions are final.
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## SCORING

Application scoring considerations are as follows:

- Geographic Distribution (10 points)
- Number of Veterans to be Served (10 points)

- Need for Services (10 points)
- Service Gaps (15 points)
- Local Partnerships (10 points)
- Outcomes and Effectiveness (10 points)
- Budget (15 points)
- Internal Score (20

points) Other Scored Items

1. Current Grantees:
  - a. Grant Management (20 points)
    - i. Compliance to rules, reporting, terms and conditions set forth in the prior grant agreement
    - ii. Execution Rate
    - iii. Achievement of goals and objectives set forth in prior grant
2. New Applicants:
  - a. Program Capacity (20 points): Ability to implement and manage the proposed program.
    - i. Ability to deliver proposed program
    - ii. Experience with similar services
    - iii. Organizational Capacity
    - iv. Sustainability

TOTAL POINTS: 100

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## GRANT AWARDS

Applications may be funded in full or in part. A **Letter of Instruction and Grant Agreements** will specify any limitations placed on partial funding.



When an award has been granted, the grantee organization will receive a **Letter of Instruction** and a **Grant Agreement**. The Grant Agreement is a unilateral agreement. By signing and submitting an application, the applicant agrees to accept the terms and conditions if awarded. The Grant Agreement document finalizes that agreement with specific terms. **Expenses are not eligible for reimbursement until the date that the agreement is fully executed or July 1, whichever is later.**

## Handbook

The grantee will receive a **handbook** that contains an explanation of VTF grant processes and procedures. It is mandatory for the grantee to read the entire handbook. The authorized representative, program contact, and other involved individuals will be required to attend a **grantee webinar training** at the beginning of the grant period. **Attendance is mandatory.**

Funds will be reimbursed when grantees have expended organizational funds for grant purposes. In most cases, the grantee will utilize organizational funds and request reimbursement of those funds from the department after providing acceptable proof of expenditures. Grantees must submit **back-up documentation** for expenditures such as a copy of the check and corresponding invoice, bill, or receipt. **Reimbursements lacking proper back-up documentation will be denied.** Advance payments are not allowed.

## Reporting

**Performance Progress Report Forms** will be included in the agreement package. Regardless of the date the grant is awarded and funds dispersed, quarterly reports are due to the Department on the following dates:

- First Quarter Report is due October 15
- Second Quarter Report is due January 15
- Third Quarter Report is due April 15
- Fourth Quarter Report is due July 15
- A final cumulative report is due on **July 15**

## Underserved Veterans - New Reporting Requirement

If your organization is awarded a grant, you will now be required to track **underserved veteran data**.

- **Data Tracking:** This data must be collected on your **intake form** for each **unduplicated veteran**.
- **Purpose:** The requirement to track underserved veteran data is designed to **collect more detailed demographic information** about the veterans being served, especially those from **underserved groups**. This data will help ensure that grant funds are being used effectively to reach the populations that might be most in need of services.

Suggested Actions:

- **Prepare your intake form:** Ensure that your form has a section to collect relevant data on underserved veterans.
- **Track Unduplicated Veterans:** Make sure that each veteran is counted only once, regardless of how many services they may receive from your program.

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## FY 2026 VTF APPLICATION CHECKLIST

**DO NOT SUBMIT** this checklist as part of your application.

The **Veterans Trust Fund Grant** application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. **Do not submit this checklist** with the proposal.

### Attachment 1:

- VTF Grant Application Form (two- page form)
- Program Detail Form (narrative questions)
- **Budget:** Line-item budget and narrative. If requesting office supplies, include a line-item breakdown.
- Overall Agency Budget
- **Other sources of funding** that support the program or project.

## Attachment 2:

- Pre-Award Questionnaire
- **Proof of IRS Federal Tax-Exempt Status** and/or letter of affirmation (dated within the last five years)
- Current Certificate of Good Standing with the Secretary of State
- **Current IRS W-9** with EIN (must be signed and dated)
- Grant Guidelines and Veteran Eligibility Policy
- Overall Agency Budget

## Appendix 1: BUDGET EXAMPLE

Please Note: Applicants may request up to \$1,200.00 for office supplies.

### LINE-ITEM BUDGET FOR EXAMPLE ONLY

**Applicant Organization: XYZ**

**Organization Grant Request:**

**\$3,700.00**

Item	Description	Unit Cost	Quantity	Total Cost
<b>Office Supplies</b>				
Bank Fees	Fees related to banking transactions	\$100.00	1	\$100.00
Newspaper Advertisement	Local advertisements in newspapers for outreach (4 ads total)	\$150.00	4	\$600.00
<b>Utility Assistance</b>	Assistance to veterans to pay arrears for gas/electric	\$100.00	30	\$3,000.00
<b>Total Request</b>				<b>\$3,700.00</b>

## **BUDGET NARRATIVE**

### **Office Supplies: \$700.00**

- **Bank Fees (\$100):** These fees cover the costs associated with organizational banking transactions, including checks, online transactions, and other associated fees.
- **Newspaper Advertisements (\$600):** This allocation is for four local newspaper advertisements at \$150 each. These advertisements will be used to reach out to the underserved veteran community and provide program information and updates.

### **Utility Assistance: \$3,000.00**

- **30 Veterans @ \$100 each:** This funding will be used to assist 30 veterans who are experiencing arrears in gas or electric services. Veterans may also use the funds to purchase propane or firewood to meet heating needs. Veterans are referred to the Low- Income Energy Assistance Program (LEAP) for additional support if needed. For veterans with recurring needs, they will be referred to both LEAP and the Financial/Budgeting Program.