FY2027 Veterans Trust Fund Grant Application Instructions

Colorado Department of Military and Veterans Affairs

Applications Due: March 24, 2026

Submit to: Neighborly Online Platform- Online system will be open January 20, 2026.

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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

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IMPORTANT APPLICATION INFORMATION

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PLEASE READ ALL 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

Mandatory New Grantee Appointments

If you are a **new grantee**, you are **required** to set up a meeting with the Grants Manager to discuss your proposed budget and project plan.

- **Required Meeting With:** Lisa Stamm Lisa.Stamm@dmva.state.co.us
- **Appointment Window:** Appointments can be made during the following dates: **January 7, 2026 – February 20, 2026.**

To schedule the meeting, please send a request to:

Lisa.Stamm@dmva.state.co.us **Lisa Stamm,** Grants Manager, Colorado Division of Veterans Affairs

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 and training on the new online grant management system.

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

Grants | Colorado Division of Veterans Affairs

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

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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.

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

- Only one application per organization is permissible.
- 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 <u>not allowed</u>, except for office supplies and as specified in statute for Veterans Community Living Centers.
  - Rent or other refundable deposits are not allowed.
  - <u>Capital improvements are not allowed</u>. These would include replacements instead of repairs. Capital improvements are <u>only allowed</u> for Veteran Community Living Centers.
  - **Memorials**, **club renovations**, **honor guards**, and **tributes to veterans** are not eligible for funding through the VTF grant program.
  - Grant funds cannot be paid directly to the veteran receiving assistance.
- Services Provided Directly:
  - Applicant organizations must provide services directly to veterans.
  - **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:

- o Grant funds may only be used to address a **material or financial unmet need** of a veteran.
    - o Other uses of funds are prohibited.
- Vehicle Purchases:
    - o For vehicle purchases, please contact the **Grant Manager** to review additional terms and limitations.
    - o A **current bid sheet** is required for any vehicle purchase.

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APPLICATION INSTRUCTIONS

You will be required to submit the following documents via the online grant management system.

- Complete Application, including all narrative questions
- Line-Item Budget and Budget Narrative
- Pre-Award Questionnaire *(form on website)*
- Proof of Current Nonprofit Classification and 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 dated within 12 months of application

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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.
    - o The Board subcommittee is comprised of board members appointed by the chair.
    - o The subcommittee makes recommendations utilizing an objective scoring tool, considering both the monies available to allocate and geographic distribution factors.

o 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.

When an award has been granted, the grantee organization will receive a **Letter of Instruction** and a **Grant Agreement**. A **Letter of Instruction** and **Grant Agreement** will specify any limitations placed on partial funding. 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.

Any final reimbursement requests **must be received** by the Grants Department **no later than June 30** of the grant agreement period.

Handbook

All awarded grantees 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.**

Grantees 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 including, but not limited to, 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 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.