

FY2027 Veterans Assistance 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.

QUESTIONS?

For questions or clarification, please contact:

Lisa Stamm, Grants Manager, Colorado Division of Veterans Affairs

Email: Lisa.Stamm@dmva.state.co.us

IMPORTANT APPLICATION INFORMATION - 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.

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.

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

PROGRAM SUMMARY

The **Veteran's Assistance Grant (VAG)** was established by the **Colorado State General Assembly** to provide services that enhance the health and well-being of veterans living in Colorado. Previously known as the One Year Grant, the VAG is funded through annual appropriations made by the General Assembly.

In **2014**, the grant program was codified into **Colorado Statute, Section 28-5-217, C.R.S.**, which ensures ongoing funding for the **Veterans Assistance Grant Program** through annual appropriations. These funds are intended to support services that improve veterans' over all well-being, including:

- Mental Health Services
- Family Counseling
- Job Training and Employment Assistance
- Housing for Homeless Veterans
- Other types of veteran support services

GRANT OVERSIGHT

The **Colorado Division of Veterans Affairs (Division)** administers the VAG in consultation with the **Colorado Board of Veterans Affairs (Board)**. The Division is responsible for the following:

- Developing **guidelines and standards** for the grant process, including:
 - The **application format**
 - Criteria for **qualifying applicants** and **selecting grantees**
 - Establishing the **term and amount of grants** awarded
 - Defining standards for evaluating the **effectiveness** of programs receiving VAG funds
- A **Grant Review Committee**, comprised of **Division Staff** and **Board Members**, reviews applications and makes **funding recommendations**
- The **Department of Military and Veterans Affairs** approves and awards all grants

PURPOSE AND SCOPE

Goal and Expected Outcomes of the Veterans Assistance Grant (VAG)

The **overarching goal** of the **Veterans Assistance Grant (VAG)** is to support organization in addressing **community-defined needs** of veterans, ultimately improving the **health and well-being** of veterans across the state of **Colorado**.

The Department is particularly interested in receiving applications from organizations and/or programs that emphasize a **behavioral health approach** to addressing veterans' needs.

EXPECTED OUTCOMES

The anticipated outcomes of the VAG include:

- **Enhances self-sufficiency and economic stability** for veterans
- Increased **access to health and behavioral healthcare services**
- **Stable housing** and access to **supportive services**
- Improved **food security**
- Strengthened **relationships** and overall **well-being** of veterans

REQUIREMENTS

Eligible Organizations

The Veterans Assistance Grant (VAG) is available to both nonprofit and governmental entities. To be eligible:

- **Nonprofit Organizations** and **governmental entities** serving **Colorado Veterans** are eligible to apply for VAG funding
- **Nonprofits** must be in good standing with the **Colorado Secretary of State** and recognized by the IRS as a **501(c) tax-exempt organization** (Excluding 501(c)(19) or 501(c)(23) organizations)
- **Proof of nonprofit status** (determination or affirmation) within the last **5 years** must be submitted with your grant request
- All eligible entities must serve **Colorado veterans**
- **Nationally recognized veterans organizations** should apply for the **Veterans Trust Fund (VTF)** grant instead of the VAG

Programs and Projects

Eligible Programs and project must meet the following criteria:

- Must be located in **Colorado**
- Provide **direct assistance** to meet the needs of Colorado veterans and their dependents living in Colorado
- Veterans whose character of service is other than **Dishonorable** are eligible for services under this program.

Veterans Assistance Grant Priority for Underserved Veterans

Veterans Assistance Grant (VAG) funds must prioritize underserved veterans. For the purposes of this grant, underserved veterans include the following groups:

- Women Veterans
- Veterans living in rural or remote areas
- Justice Involved Veterans
- Ethnic and Minority Veterans
- Native American Veterans

Terms and Limitations

- Only **one application** per organization is permissible
 - Organizations may apply for **only one grant per funding cycle**
 - **No Double Funding:** Organizations may not receive funding from both the **Veterans Assistance Grant (VAG)** and **VTF** grant programs
 - **Ineligible Costs** The following are not eligible for funding:
 - Administrative costs (e.g., staff positions, overhead, indirect rates)
 - Construction or Capital Costs
 - Rent or other refundable deposits are not allowed.
 - **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
 - **Supplanting:** Grant funds cannot be used to **replace** (supplant) existing funds for ongoing activities, programs, or projects. **Supplanting** is defined as using grant funds to replace existing funding sources for an activity or program
 - Services Provided Directly:
 - Applicant organizations must provide services directly to veterans
 - **Pass-through funding** (funds provided to other organizations) is not permitted
 - **Maximum Grant Award:** The maximum allowable grant award is \$100,000, which includes both program and project costs
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APPLICATION PROCESS

- Submission Deadline: Applications must be submitted by **March 24, 2026**
 - Only applications submitted through the online portal will be accepted. Applications submitted by email or mail **WILL NOT** be considered
 - Applications must be complete and comply with all guidelines at the time of submission. Incomplete applications will not be considered.
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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 IRS Classification and Status (within the last 5 years)
 - 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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APPLICATION

Program Costs

An applicant may ask for up to 10% of the project budget for program costs. Program costs are any expenses directly tied to the delivery of the project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding of the VAG program. Staffing expenses that are necessary to implement a project supported with the grant award may be included. Allowable Program Costs consist of the following:

1. **Project Material:** Must be defined and requires invoices/receipts for payment
 2. **Program/Staff Salaries:** Must submit all other funding and amounts to ensure there is no supplanting. Please describe how the position was previously funded
 3. **Equipment:** Under \$5,000
 4. **Supplies:** Must be defined and requires invoices/receipts for payment
 5. **Travel:** Must follow all applicable state travel rules for mileage, per diem rates, etc.
All travel requires mileage/travel forms
 6. **Outreach:** Must be clearly defined
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EVALUATION

Application Review and Evaluation Process

Initial Screening

- 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 that meet eligibility requirements and are complete will proceed to the next step in the evaluation process

Evaluation Committee

- Applications are evaluated by a committee composed of:
 - The division Director or their designee
 - DVA Staff
 - Board Members (appointed by the Board Chairperson)
- This committee uses an objective scoring tool to determine funding recommendations, considering:
 - Available Funds
 - Geographic distribution factors
- **Scoring Considerations:** Applications will be evaluated based on specific criteria, which will be scored accordingly
 - 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)
 - For Current Grantees
 1. Grant Management (20 points)
 - a. Compliance to rules, reporting, terms and conditions set forth in the prior grant agreement
 - b. Execution Rate
 - c. 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.
 - b. Ability to deliver proposed program
 - c. Experience with similar services
 - d. Organizational Capacity
 - e. Sustainability
 - TOTAL POINTS: 100

- **Funding Decisions:**

- Applications scoring **fewer than 60 points will not be considered** for funding
- The committee's **funding recommendations** and accompanying applications will be forwarded to **The Adjutant General (TAG)** for final approval
- The **decision of The Adjutant General is FINAL**

GRANT AWARDS

Grant Funding and Administration

Applications may be funded in full or in part. The amount of funding may be based on factors such as:

- Risk Assessment
- Previous Compliance and/or utilization of grant funds
- Track record or capacity of new grantees
- Availability of funds

When an award has been granted, a **Letter of Instruction (LOI), Grant Agreement, and the terms and conditions** will be emailed to the Authorized Representative listed on the grant application. 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 VAG 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**

Reporting data includes the following:

- Number of veterans served
- Number of **unduplicated** veterans served
- Number of instances of services
- Average instances per individual
- Services provided and how they were delivered
- Measures of effectiveness
- Satisfaction survey data
- Accomplishments and successes
- Summary of expenditures made during the reporting period

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.