



**VETERANS TRUST FUND GRANT  
COLORADO VETERANS COMMUNITY LIVING  
CENTERS**

**COLORADO DEPARTMENT OF MILITARY AND  
VETERANS AFFAIRS**

**Applications due: March 01, 2023**

**APPLICATIONS SHOULD BE SUMMITTED TO:**

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

# PROGRAM SUMMARY

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

Section 28-5-709, C.R.S., requires VTF monies to be used for capital improvements or needed amenities for state veterans nursing homes, costs incurred by state veterans cemeteries, costs incurred by the Department of Military and Veterans Affairs to administer the program, and grants to veterans programs operated by nonprofit veterans organizations that meet criteria adopted by the Colorado Board of Veterans Affairs and selected by that Board as grant recipients. Nonprofit organizations eligible to receive grant funds must be nationally recognized veterans service organizations operating as a 501(c)(19) or 501(c)(23). Eligible agencies must serve Colorado veterans.

The grant is governed by the Colorado Board of Veterans Affairs (Board) and the Colorado Division of Veterans Affairs (Division). The Board is comprised of seven members appointed by the governor and is responsible for oversight and implementation of the VTF grant program. The Statute establishes the Board's authority over the VTF and directs the Board to require applicants to submit an application in a form adopted by the Board and to vote on each request for funds. A majority vote is sufficient to approve a grant. The Board develops guidelines and standards including the form of application, criteria for identifying qualified applicants, criteria for selecting appropriate grantees, the term and amounts of grants awarded, and standards for determining the effectiveness of veterans programs that receive a VTF grant.

The Division is responsible for administering the program within the statutory requirements and Board guidelines. Administration activities include processing applications, assisting the Board with grant decisions, and providing management and oversight of all awarded grants.

## Purpose and Scope

The Trust Fund establishes funding for VCLCs for capital improvements or needed amenities. These improvements should have a positive impact on veterans residing at these homes. The projects selected will be based upon a priority list established each year by the Colorado Department of Human Services.

## REQUIREMENTS

### Eligible Organizations

Colorado Veterans Community Living Centers located throughout the state.

### Projects

Eligible programs and projects include capital improvements and amenities only.

### Terms and limitations

Each CLC is responsible for submitting an application(s) directly to the VTF Grant Administrator AND to the Department of Human Services. The Department of Human Services is responsible for reviewing the applications and establishing a priority list. Both the applications and funding priority list are due to the Grant Administrator no later than **01 March**.

### Applications

Original, signed applications must be received by **March 1, 2023**. **ONLY Electronic submissions will be accepted.** Email to [grant.submission@dmva.state.co.us](mailto:grant.submission@dmva.state.co.us) : *Mail delivery or Hand delivery is not possible at this time. Ensuring that applications are received by the grants office by the deadline is the responsibility of the applicant.* The required forms for 2022-2023 VTF Grant are attached. Where forms are not required follow the format specification.

All of the required elements must be included utilizing provided templates, formats, and parameters. Applications must be complete and in compliance at the time of submission. Incomplete applications will not be considered. Required elements are:

- Application Form

- Program Summary
- Impacts of project
- Budget

Questions may be referred to the Grant Administrator by phone at 720-628-1480 or by emailing [lisa.stamm@dmva.state.co.us](mailto:lisa.stamm@dmva.state.co.us).

### **Application Evaluation Criteria**

Applications will be evaluated based upon the application and the project priority list.

The priority list will be maintained throughout the contract period. Should additional funding become available, additional projects on the list will be considered.

# APPLICATION

Only complete applications received by the deadline of **March 1, 2023** will be considered. The required forms for 2022-2023 VTF VCLC Grant are attached. Where forms are not required follow the format specifications.

- I. 2023-2024 VTF Grant Application Form (*form attached*)
  - a. Submit original copy of the entire grant application
  - b. Must include an original wet signature of the authorized representative
  
- II. Program Narrative (*guidelines attached*)
  - a. Use attached guidelines
  - b. Complete on a separate sheet
  - c. Keep as brief as possible, while fully addressing each criterion
  - d. Lines must be double spaced
  - e. Use Times Roman 12-point font
  - f. Use one-inch margins
  - g. Use boldface type and/or all caps only for captions and headings
  - h. Use the provided headings and subcategories
    1. Description of Project
    2. Anticipated impact on residents
    3. Line item Budget and corresponding bid sheets

# GRANT AWARDS

Applications may be funded in full or part. A Letter of Intent and grant contracts 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. These documents will be emailed to the authorized representative. 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 01 July, whichever is later.

The grantee will also receive a grant handbook that contains of explanation of VTF VCLC grant processes and procedures. The authorized representative or program contact will be required to return a signature page assuring compliance with the terms stated in the handbook.

Funds will be reimbursed when grantees have expended organizational funds for grant purposes. 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.

**To receive reimbursement, in addition to submittal of documentation to the Grant Administrator a request must also be initiated in CORE. The grantee will create an ITI and submit it to workflow. The Department Code must be OBAA. Once the reimbursement has been approved, the DMVA accounting department will issue the ITA.**

**Any final requests for reimbursement of expenses must be received by the Department by June 20 of the grant contract period.**

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

**Division of Veterans Affairs**

6848 S. Revere Parkway

Centennial, Colorado 80112

Phone (720) 628-1480



# 2023-2024 VTF VCLC Grant Application Form

**Legal Name of Organization:**

**DBA (if applicable):**

**Mailing Address** (include physical address if different):

**Phone:**

**Fax:**

**EIN:**

**Website:**

**Organization Email Address:**

**Name of Authorized Representative:**

**Title of Authorized Representative:**

**Phone:**

**Email:**

**VTF Grant Program Contact (VCLC individual with day-to-day operation of grant):**

**Contact Title:**

**Phone:**

**Email:**

**Amount of Request**

\$

# Organization Information

**Mission Statement:**

**Geographic Area Served** (specific to this proposal):

**(Briefly) Describe what the grant will be used for:**

*By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge and indicates an agreement to accept the terms and conditions of the grant award.*

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**Typed Name of Authorized Representative/Title**

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**Signature of Authorized Representative**

**Date**



# DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

## Division of Veterans Affairs

6848 S. Revere Parkway

Centennial, Colorado 80112

Phone (720) 628-1480



# 2023-2024 VTF GRANT APPLICATION NARRATIVE GUIDELINES

- I. **Project Description**
- II. **Anticipated Impact on Resident Veterans**
- III. **Budget**
  - a. Include a Line Item Budget and Budget Narrative that clearly identifies estimated expenses, estimated numbers and purpose for funds.
  - b. Include corresponding bid sheets (if applicable)