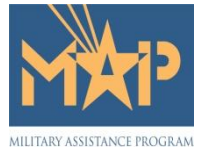




# Military Assistance Program (MAP)

## Grant Application Procedures



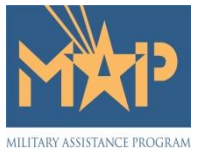
- \* The VFW MAP Grant program provides financial assistance to VFW Posts/Auxiliaries who sponsor military events in their local military community.
- \* Events receiving assistance from MAP are to support local military and their families and are meant to provide an opportunity for those attending to learn about the programs & services of the VFW.
- \* MAP funds are based on donations; the MAP office needs to have a clear understanding of the event you're asking for funding assistance.
- \* As MAP Grant requests are processed, communication is provided via email to the requestor and copied to the NMS Chairman.

### Procedures

1. Before you begin please review all 4 pages of the MAP Grant application:
  - (1) Instructions/Procedures
  - (2) The application itself
  - (3) Event Calculator
  - (4) The MAP Grant FAQ
2. The application should ***only*** be completed and submitted by a VFW/Ladies Auxiliary member. Applications submitted by non-VFW personnel will ***not*** be processed.
3. The MAP application and Event Calculator must be completed entirely and signed by the Commander or Quartermaster before the approval process begins.
4. The application must be submitted at least 21 days prior to the event.
5. It is prohibited to use MAP funds for any purpose other than the stated event.
6. The after event requirements are due within ***30 days*** of the event and non-compliance is reported to the VFW Quartermaster General's office.
  - a. **Eligible Receipts:** Only receipts for items included and approved on your MAP Grant request can be accepted. (see MAP FAQ for more details)
  - b. **Refunds:** If the receipt total is less than the Grant amount a refund of the difference must be returned to the MAP Office.
  - c. **MAP Event Report:** Due within 30 days after the event.
7. MAP Grants may be submitted 3 ways:
  - a. Email: [map@vfw.org](mailto:map@vfw.org) {emailed applications must also be signed}
  - b. Fax 816-968-2779
  - c. Mail to:  
VFW National Headquarters  
**ATTN: MAP**  
406 W. 34th Street, Suite 711  
Kansas City, MO 64111
8. MAP works with approximately 300 events per year, so the application is designed to be concise. Please use additional sheets or provide supporting documents for information pertaining to the event.



# MAP Grant Application



**Payee (Dept/Post/Auxiliary):**

Post #: \_\_\_\_\_ District: \_\_\_\_\_

Department: \_\_\_\_\_

TAX ID#: \_\_\_\_\_

Exemption Status, 501( c ) ( \_\_\_\_\_ )

Valid Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

VFW POC: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Grant Amount Requested:** \$ \_\_\_\_\_

**Total Budget Amount:** \$ \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Expected Attendance (military & family): \_\_\_\_\_

Event Description (include activities, location, time etc):  
\_\_\_\_\_  
\_\_\_\_\_

**Military Unit Information:**

Unit Name (be specific): \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Installation city/state: \_\_\_\_\_

MPOC Name & Rank: \_\_\_\_\_

MPOC Email: \_\_\_\_\_

MPOC phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Community Involvement (NOT VFW):**

Will there be Community involvement, including other veterans' organizations? YES \_\_\_ NO \_\_\_

IF YES- List the businesses/groups who are participating & what they are contributing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF NO- (check one of the following):

\_\_\_ Community was asked to assist, but declined.

\_\_\_ Community was not asked to assist.

**VFW Involvement:**

# of VFW/Auxiliary members attending? \_\_\_\_\_

Is the Post/Dept contributing to the event with funds, goods or services? YES \_\_\_ NO \_\_\_

IF YES- How much? \$ \_\_\_\_\_ what kind of goods &/or services? \_\_\_\_\_

**Please check all activities VFW/Auxiliary members will**

**assist with:** Plan \_\_\_ Shop \_\_\_ Set-up/clean-up \_\_\_

Cook \_\_\_ Serve \_\_\_ Assist children \_\_\_ Recruit \_\_\_

Provide VFW materials/ information \_\_\_

Speak during event \_\_\_

**VFW Recognition (check all that applies):**

Will you have a VFW banner or flag on display? \_\_\_

Will the members wear items with the VFW logo? \_\_\_

Will the Unit's CO acknowledge the VFW's contribution during his/her remarks? \_\_\_

Has the Media been invited? \_\_\_

Will the event be posted on internet community calendars? \_\_\_

How does this event benefit the VFW?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\* Authorization \*\*\*\*\*

**Acknowledgement 1:**

To facilitate compliance with IRS regulations, the VFW Military Assistance Program (MAP) will require the Post to provide a report including eligible receipts no later than 30 days after the scheduled event date. Failure to do so will result in a request from National Headquarters for a full refund of the Grant amount.

\_\_\_\_\_ (Must be checked)

**Acknowledgement 2:**

This money will not be used for lobbying in any way.

\_\_\_\_\_ (Must be checked)

**Payee QM or Commander signature:**

X \_\_\_\_\_ Date: \_\_\_\_\_

Print above Name & Title:  
\_\_\_\_\_



# MAP Grant Application Event Calculator



Event Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Item to Purchase	Pricing taken From	How Many People Will This Item Serve (X)	How is Item Packaged (Y)	How Many Pkgs Will We Need (X / Y = Z)	Cost Per Package (C)	Total Cost For This Item (Z* C)
<i>Bottled Water (Example)</i>	<i>Store Brand</i>	<i>2000</i>	<i>35 Bottles Per Case</i>	<i>( X / Y = ) 58</i>	<i>\$3.98</i>	<i>\$230.84</i>

Total:

➔ If the food & beverages are being provided by a caterer or restaurant that is not a VFW Post you may submit an estimate instead of the event calculator.

➔ The estimate needs to include: food/beverages provided, cost per person &/or total cost, name of caterer & caterers phone number.



# MAP Grant Application FAQ's



## How can the MAP Office help?

Our job is to help you plan the best event possible. This starts with reviewing the application so it is ready for presentation to the Director. We work with over 250 events per year, this has taught us about working with the military and planning for their events. We can quickly review your application for accuracy, missing information or quantity problems to help you enhance your request.

## Who can fill out a MAP Grant Application?

MAP Grant Applications are to be completed by a VFW or Auxiliary point of contact, not by the military unit representative or Family Readiness Group Leader. The primary VFW POC needs to be the project coordinator, so the MAP office has one person to coordinate with and who is responsible for the After Event paperwork. Make sure the contact phone numbers and email addresses are accurate.

## What qualifies as VFW involvement at a MAP sponsored event?

VFW and Auxiliary members are expected to be at the event, working with the military and family members. This can involve cooking and serving, organizing activities, picking up food items and cleaning up after the event. Presentation of a check to the military unit or FRG does not equal VFW involvement in the event.

## Why can't we give the funds to the unit or FRG?

When funds are given directly to the military unit or support group, the VFW has no control over the receipts that must be submitted to the National Headquarters Accounting Department after the event. The Post or Auxiliary receiving the MAP Grant will be held responsible for submission of receipts totaling the entire amount of the grant or a refund to MAP.

## Do I have to fill out the Event Calculator?

The MAP Grant Event Calculator must be filled out completely. The breakdown informs the MAP office of the type of expenditures being planned. If the Post or Auxiliary, or the community or other VSO's are contributing funds, goods or discounts to the event, let us know. All these factors are weighed when we evaluate if the cost per person for the event is reasonable.

## What is the difference between a Post sponsored event and a "Sponsorship" agreement?

Post sponsored event involves the Post/Aux purchasing, cooking, cleaning – doing the actual work to carry out the event.

Sponsorships are large events where the VFW is one of several event sponsors. In this case, a sponsorship letter or agreement will be provided by the military detailing sponsorship levels and the benefits to the VFW. Benefit examples: Banners, VFW recognition, website links, booth space, inclusion in unit/base newspaper, etc.

## Are there things MAP will not approve funding for?

*MAP Grant funds will not be approved for:*

- Underwriting the cost of fundraising activities for VFW Posts or other organizations
- Awards or gifts for military units, family members or presented to the Post
- Labor to clean Post after the event or to pay Post Canteen workers for the event
- Profit above food costs to the VFW Canteen
- Liquor
- Phone Cards
- Formal military events where there is no opportunity for VFW involvement with the service members
- Gasoline expense for event coordination or personal meals while coordinating the event
- Event related T-shirts, hats or other promotional items
- Ongoing or recurring projects. MAP can possibly assist in getting a project started, but cannot support the same event repeatedly

## Helpful Hint:

Don't leave the "Grant Amount Requested" line blank or say "whatever MAP can contribute". Inform us of the Overall Project Budget and what the Post/Department is contributing financially to the event. Each MAP Grant application is evaluated individually on the merits of the information provided.

Regardless of how many Posts and/or Auxiliaries are participating with an event, please only submit one MAP Grant application per event.