

Date received by IDVA: _____

Grant #: _____



IDVA Veterans Scratch off Lottery Grant Application

Please send to: IDVA Grants Manger, 100 W. Randolph Street Suite 5-570, Chicago, IL 60601

Funding Category for this grant request (check only one):

These five funding categories are authorized under **Public Act 94-585**:

- Post Traumatic Stress Disorder
- Veterans Disability Benefits
- Veterans Homelessness
- Veteran Health Insurance Costs
- Veteran Long Term Care

Is your organization tax exempt?

- No
- Yes **If so, under what IRS Section?** _____

Is your organization based in Illinois, or one that operates a program solely in Illinois and for the benefit of veterans residing herein?

- No
- Yes

If you answered "no" to either question above, or do not have a program that meets the requirements described above and under Public Act 94-585, you are not eligible to apply for this granting program. If you need additional information, please contact:

Kevin J. Cavanaugh
Grants Administrator
Illinois Department of Veterans Affairs
312-814-5744
Kevin.cavanaugh@illinois.gov

IDVA Veterans Scratch off Lottery Grant Application

*******Application Instructions and Information**

1. Please type your organizations information directly on this document. You will need Adobe Acrobat 7 or above to type on this document. Handwritten or altered documents will not be accepted.
2. The five funding categories listed in Public Act 94-585 and listed on this application are the only categories that programs can be funded under. Further, **do not** mark more than one category on the application. It is understood that most programs straddle multiple categories. Select the most pertinent one.
3. All applications and attachments shall be paper-clipped. Do not staple or bind the paperwork.
4. The attached document, Title 95, Chapter I, Part 125, lays out all the rules and regulations of the Veterans Cash Grant program. This includes all pertinent program information, including what can and cannot be funded, and description of fund uses. Please review to ensure that your program is in compliance.
5. On page 5 – all information listed is required, or the application is considered incomplete. In sections “D” and “E”, if your agency does not have or cannot produce the documentation requested, explain why.
6. Awards are limited to \$100,000 per fiscal year, and any request for more than that will not be reviewed by the Grant Committee.

Date received by IDVA: _____

Grant #: _____

IDVA Veterans Scratch off Lottery Grant Application

Organizational Information

Organization name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Chief Executive (and Title): _____

Phone number: _____

Contact Person (and Title): _____

Phone number: _____

Date of incorporation: _____

FEIN #: _____

For the four sections below, please provide the requested information in 2-3 sentences.

Summarize your program's mission:

Summarize the purpose of your request:

Describe the population that your organization serves:

Please describe the geographic area that your program will serve (what parts of Illinois):

Date received by IDVA: _____

Grant #: _____

Program Finances:

Proposed funding period: *Not to exceed 12 months*

Start Date: _____

End Date: _____

Note: A grant award will not imply continuation or priority for future awards.

Program Budget:

Expenses: \$ _____

Revenues: \$ _____

Funding Request (not to exceed \$100,000):

\$ _____

List other private and public funding sources for this program:

<i>Funding sources – to date</i>	<i>Amount</i>	<i>Date received</i>

<i>Funding sources – pending</i>	<i>Amount</i>	<i>Anticipated Receipt Date</i>

Narrative**A. Background (2-4 pages)**

1. Organization's mission, history, overall goals and/or objectives.
2. Description of current programs and activities. Please emphasize major achievements of the existing program during the past two years.
3. Description of formal and informal relationships with other organizations.

B. Purpose of funding request (2-4 pages)

1. If applying for general operating support, state how this grant will be used.
2. If your request is for a specific project, provide the following information:
 - The needs or problems of the veteran community that will be addressed.
 - Program description to include strategies employed to implement the project:
 1. Goals and objectives;
 2. Timetable for accomplishing stated goals and objectives;
 3. Program model;
 4. Staffing; and,
 5. Collaboration with other agencies.
 - If this is a collaboration, briefly describe the partners.
 - Explain how the program will be supported after the termination of the grant.

C. Evaluation (2-4 pages)

1. Explain how you will measure the effectiveness of your activities.
2. Describe your criteria for success.
3. Describe the results you expect to have achieved by the end of the funding period.

D. Finances

1. Audited financial statements for the last two fiscal years, or a Form 990. If it is not available, include un-edited financial statements.
2. Current year's operating budget to include both projected expenses and revenues. Categorize expenses under program, general and administrative, and fundraising.
3. Program budget, with narrative.
4. Itemization of proposed use of requested funds.
5. Capital budget and a list of Fundraising Committees members.
6. A list of foundations, corporations, or governmental agencies which funded the organization in the last fiscal year, including amounts contributed.

E. Other required documents

1. Verification of the organization's tax-exempt status under section 501(c) 3 or 509 (a) of the IRS code.
2. If the grant request is for a large purchase or contract, three (3) separate and competitive bids must be submitted.
3. Bi-annual reports submitted to the Illinois Department of Veterans' Affairs if previously funded by the Veterans Scratch off Lottery Grant Program.
4. Summary of the organization's prior year's activities.
5. Current board list with related employment affiliation.
6. Qualifications and employment history with the organization of the professional program staff relative to the program type requested.
7. If the project for which funding is sought is a collaboration with other agencies, include letters of agreement/understanding from the collaborating agencies.
8. Letters of support and/or program reviews.

**TITLE 95: VETERANS AND MILITARY AFFAIRS
CHAPTER I: DEPARTMENT OF VETERANS' AFFAIRS
PART 125: VETERANS' SCRATCH-OFF LOTTERY PROGRAM**

Section 125.10 Program Objectives

The purpose of the program is to make grants, fund additional services, and conduct additional research relating to veterans' post traumatic stress disorder, veterans' homelessness, the health insurance costs of veterans, veterans' disability benefits, and the long-term care of veterans.

Section 125.15 Definitions

The following words and terms, when used in this Part, shall have the following meanings unless the context clearly indicates otherwise.

“Act” means P.A. 94-585 creating Section 21.6 of the Illinois Lottery Law [20 ILCS 1605/21.6]

“Department” means the Illinois Department of Veterans' Affairs

“Director” means the Director of the Illinois Department of Veterans' Affairs

“Veterans Service Officer” means a person who has successfully completed the Training, Responsibility, Involvement and Preparation of Claims Program and has been so certified by the United States Department of Veterans' Affairs.

“Veterans Service Organization” or “VSO” means an organization that is federally chartered and/or recognized or approved by the Secretary of the U.S. Department of Veterans Affairs (VA) for purposes of preparation, presentation and prosecution of claims under laws administered by the VA.

“Post Traumatic Stress Disorder” or “PTSD” means an anxiety disorder that develops after exposure to a terrifying event or ordeal related to time served in the military in which grave physical harm occurred or was threatened.

Section 125.20 Eligibility Requirements

Government agencies and tax-exempt entities currently providing veterans' assistance or similar assistance to non-veterans and wishing to expand to veterans' assistance are the only organizations eligible for grants under this program.

Section 125.30 Assistance Formula

All grants are subject to the terms of the Illinois Grant Funds Recovery Act. The grant program may provide up to a maximum of 100% funding assistance on total approved project costs.

Date received by IDVA: _____

Grant #: _____

Maximum grant awards for health insurance costs are limited to 20% of the total funds appropriated. A \$100,000 limit is established per annual project grant. No grants from the Veteran's Scratch-off Lottery Program shall be made for construction that is not an expansion of an already existing program facility.

Section 125.40 General Procedures for Grant Applications and Awards

- a) Grant applications for funding assistance under this program may be submitted at any time, but will not be considered until the meeting after the quarter in which they are received. (i.e. grant applications received during the first quarter of the year will not be considered until the meeting held during the second quarter.) Necessary application forms and instructions are available through the Department. Awarding of grants will be on a competitive basis and will be made under the authority of the Director of the Department of Veterans' Affairs.
- b) Project grant applications shall consist of the following basic components, at a minimum:
 - 1) local project sponsor's name, address and telephone number;
 - 2) existing similar programs within the same geographic area;
 - 3) an itemized proposed project cost estimate must contain at least 3 price quotes from suppliers of durable equipment;
 - 4) project narrative statement describing the project concept, location, need for and objectives of the project, anticipated benefits, proposed number of veterans assisted and methods of financing or accomplishing the project, including applicant's method of funding costs and expenses not covered by this grant and how the project can be sustained in future years without additional Veterans Scratch-off Lottery Program grants;
 - 5) proof of status as a governmental or tax-exempt agency;
 - 6) proof the entity is properly licensed to conduct the service proposed;
 - 7) statement of any outstanding obligations owed by applicant to the State of Illinois
- (c) A program information packet may be obtained from the Grant Administrator, Illinois Department of Veteran' Affairs, 100 West Randolph, 5th Floor, Chicago, IL 60601, Telephone 312/814-5744, or from the Department web site at www.veterans.illinois.gov

Section 125.50 Eligible Project Costs

- a) Grant assistance may be obtained for the following items:
 - 1) Research or services relating to veterans' post-traumatic stress disorder or TBI, including such things as contract payments to physicians, psychologists, laboratory researchers and/or laboratory fees, contract labor, job training,

computer/software purchase/lease, necessary office equipment and supplies. The Department will consider, on a case-by-case basis, building lease arrangements when: No government-owned facility is available,

- (A) State statute or ordinance prohibits a unit of local government from entering into a rental agreement, or
 - (B) Other circumstances beyond the control of the local unit of government or non-governmental organization that is not for profit prohibit other arrangements.
- 2) Veterans' Homelessness programs designed to prevent, eliminate or alleviate veterans' homelessness, including such things as renovation of existing shelters to better serve homeless veterans, expansion of existing shelters for homeless veterans, contract payment to counselors, caseworkers, training and education, employment assistance, and necessary supplies.
 - 3) Veterans' disability benefits, such as assistance in obtaining benefits, counseling, prosthetics, job training, disabled veteran home accessibility, and automobile modifications to accommodate the veteran's disability. Applicant must have certified Veterans Service Officer(s) employed to be eligible for grants under this subparagraph. Veterans Service Organizations receiving funding pursuant to Section 25 of the Department of Veterans' Affairs Act. [20 ILCS 2805/25] shall be ineligible for grant funding from this program for Veteran Service Officers during the same period of time covered by the Section 25 award, and Veterans Service Organizations that elect to accept a grant from this program for Veterans Service Officer funding are ineligible for Section 25 awards for the year covered by this program grant.
 - 4) Long-term veterans' care, including remodeling existing facilities, supplies, equipment, clothing, medicine, and all things necessary for the morale, welfare and recreation of the veterans being cared for.
 - 5) Health insurance costs for veterans.
- b) No assistance from this fund shall be used to supplant existing moneys that the Department currently expends for the purposes listed above. All grants that are to benefit the Illinois Veterans Homes shall be limited to 50% of the total expenditure made by the Grantee on behalf of a Veterans Home.
 - c) Project costs for which grant funding is sought cannot be incurred by the project applicant until after grant approval notification. Costs incurred prior to Department approval are ineligible for grant assistance.

Section 125.60 Project Evaluation Priorities

The following factors are used by the Department in evaluating and recommending project applications for funding assistance consideration (see Appendix A):

- a) The applicant **MUST** be a government agency or a registered not-for-profit agency at the time of application;
- b) projects providing services to a currently unserved or underserved population of veterans;
- c) projects located in areas of high demand or readily accessible to major population centers;
- d) projects proposing innovative development of research or benefits;
- e) projects where long-term operations and maintenance capability is clearly demonstrated by the local Sponsor and the degree upon which the applicant relies upon program grant funding;
- f) the applicant's record of providing benefits to veterans or the applicants record of providing services to non-veterans similar to the proposed services to be provided to veterans and the applicant's understanding of veterans' service and issues.

Section 125.70 Grant Committee Program Compliance Requirements

The committee shall consist of two members appointed by the Director and one member of the Veterans' Advisory Council, appointed by the President of the Council.

The Director shall appoint one member of the committee as Chair. Staff members from the Department, as determined by the Director, shall advise the Funding Authorization Committee. The committee shall meet no less than quarterly at times and places announced by the Department.

- a) The Funding Authorization Committee may recommend that a grant application be (1) approved, (2) not approved, (3) supplemented with more information and reconsidered at the next meeting, (4) held for reconsideration at the next meeting of the committee, or (5) approved pending meeting additional standards not presented to the committee. Failure of an application to receive a two-thirds vote of Approved, supplemented or held shall be considered a Not Approved determination.
- b) The Director may veto an Approved vote, but may not overrule a Not Approved recommendation. The committee may not overrule the Director's veto.
- c) Property acquired or developed with program grant assistance may not be converted to a use which would deny use for veteran's as provided by terms of the Grant Agreement without prior Department approval.
- d) Financial records on approved projects must be maintained and retained by

the project sponsor for possible State audit for a period of 5 years after final payment is made by the Department.

- e) The local sponsoring agency is required to enter into an agreement with the Department for an amount agreed upon as necessary to complete the approved project, specifying the related grant amount and program activity.
- f) All grant recipients shall publically acknowledge the grant by such things as statement on any written material being distributed, a sign located where it may be seen by the general public at the location of real property used by the recipient, a sign or decal on any vehicles or durable equipment purchased pursuant to a grant, or other appropriate public acknowledgement of the grant
- g) It shall be understood by the project sponsor that a Department representative may make periodic inspections of the project as the project progresses, and that a final inspection and audit must be made by a representative of the Department prior to acceptance of the completed project.
- h) Grants are for a period of one year. Expenditure Authorizations passed by the Committee may be extended by the Department for no more than 12 months.
- i) Each recipient of a program grant must file a report with the Department no later than 30 days after the conclusion of the grant period, detailing the expenditures made by the grantee. If a service grant, the report shall include specific assistance given to veterans, how many veterans were assisted, and an evaluation of whether the service achieved its goals, is valuable enough to continue in operation, and whether it may continue to operate without continual use of program funding. If a research grant, the report shall include the results of the research, any conclusion which can be drawn from the research, and a report suitable for inclusion in a peer review publication.
- j) The sponsoring agency shall indemnify, protect, defend and hold harmless the Department from any and all liability, costs, damages, expenses, or claims thereof arising under, through or by virtue of the operation and maintenance of grant-assisted facilities or programs.
- k) Applicant's previous grant history with the Department.

Section 125.80 Disqualification

No grant may be approved for:

- a) Any amount in excess of \$100,000.
- b) To an applicant which is not a governmental entity or a not-for-profit entity.

Date received by IDVA: _____

Grant #: _____

- c) To an applicant which is non-compliant on a previous grant, including the failure to supply a proper concluding report.
- d) To an applicant delinquent in any payments to the State of Illinois.
- e) Any purpose other than research or service relating to the program objectives.
- f) For a service grant to any applicant who will not be performing the service(s) within the State of Illinois.
- g) Travel costs for out-of-state travel
- h) Salaries.

**TITLE 95: VETERANS AND MILITARY AFFAIRS
CHAPTER I: DEPARTMENT OF VETERANS' AFFAIRS
PART 125: VETERANS' SCRATCH-OFF LOTTERY PROGRAM**

SECTION 125.APPENDIX A PROJECT EVALUATION CRITERIA

Section 125.APPENDIX A Project Evaluation Criteria

NEED – 25%

Population Served (proximity to high population areas)

Project of National, State, Regional or Local Significance

General – first service in service area

Major expansion to existing service system or significant additional service in service area

Addresses major safety issue identified in State Veteran Plan (consideration also given to unique situations having public support, but no plan)

CHARACTERISTICS OF SERVICE – 25%

Complements existing service plans

Unique service

Adjacent services compatible

Safety hazards (negative)

Multiple benefits (PSTD, homelessness, etc.) bonus

DEVELOPMENT PLAN – 25%

ABILITY TO MAINTAIN – 25%