



# Illinois AMVETS Service Foundation

## Community Grant

**Criteria:**

1. The submitting organization must be located in Illinois.
2. Requested funds must be used for programs and services benefitting Illinois veterans.
3. Applicants must submit their completed proposals between August 1st—May 31st.
4. Funds up to \$500.00 may be requested.

**Organization Information:**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

FEIN Tax ID: \_\_\_\_\_ Amount of request: \$ \_\_\_\_\_

**Proposal Narrative:**

May attach additional pages as needed.

Brief Summary and objectives of the grant request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many Illinois veterans will benefit from this request \_\_\_\_\_

List of other funding sources both, committed and applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you measure the outcome of the project or service? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you implement community and volunteer involvement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is an event, please state the date, time, location. \_\_\_\_\_

\_\_\_\_\_



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**Certification:**

The above organization certifies that if selected to receive any funding from the Illinois AMVETS Service Foundation, the General Rules of Spending will be followed as listed below.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Additional Requirements:** *(please attach)*

1. Needs Statement
2. Project Budget
3. Organization's most recent fiscal year budget.
4. Most recent audited financial statement.
5. Internal Revenue Service (IRS) determination letter indicating your organization's charitable status.

**Submit To:**

Programs Director  
Illinois AMVETS Service Foundation  
2200 S. 6th Street  
Springfield, IL 62703

Questions or Concerns: 217-528-4713

**General Rules of Spending:**

- The Illinois AMVETS Service Foundation is a not-for-profit corporation organized under the laws of Illinois. Its purpose as set forth in the corporate charter is for "Service and Rehabilitation" for Veterans. These rules apply to all grants distributed from the Illinois AMVETS Service Foundation.
- Grants must be spent for the purpose of Service or Rehabilitation of Veterans.
- Requests must be made between August 1st and May 31st of each year. No grants will be given after May 31st.
- You must submit a complete grant application for each request. Grants must be submitted at least 30 days prior to the event but no more than 90 days before.
- You may not donate any of the funds received from the Service Foundation.
- The following items must be returned to State Headquarters within 90 days after receiving grant funds:
  1. Signed Receipt of Distribution Form. This form will be sent with a check and must be returned.
  2. Written detailed report stating how the funds were used.
  3. Original receipts attached to written detailed report
  4. At least two digital pictures of event or project emailed to [Crystal@ilamvets.org](mailto:Crystal@ilamvets.org) for PR purposes.
- It is suggested that your report and original receipts be sent by certified or registered mail, return receipt requested. Your report should be in letter format, dated and signed.
- Those not adhering to these guidelines will be ineligible for subsequent year's grant request. The expenditures of grants that do not adhere to these guidelines will not be considered for requests next fiscal year.
- Your grant funds cannot be held over from year to year. Any unused portion must be returned to the Illinois AMVETS Service Foundation with your grant expenditure letter and original receipts in order to be eligible for any future request.

If you have any questions or concerns, please contact the Illinois AMVETS Service Foundation Programs Director at 217-528-4713.