

**California Department of Veterans Affairs
Homeless Veterans Outreach
2012 Grant Application Package**

The California Department of Veterans Affairs (CalVet) has limited funds available each year to support homeless veterans outreach efforts.

How to Apply:

- Complete the attached application form.
- Attach a complete description of the event. To include: what the plan is for the Stand Down event (how the plan will be accomplished and planned expenditures). The description should provide the methodology used in determining the cost estimates such as quantity and if the item will be purchased or rented. Will the items be utilized by the participant or assist the volunteer (s) at the event?
- Attach a completed, signed Payee Data Record (STD 204).
- Submit by mail, fax or e-mail (electronic submissions must be followed by a signed hard copy) to the point of contact listed below.

How much will Each Organization Receive?

- Each applicant will be awarded a pro rata share of the available funds based upon:
 - Number of applications received.
 - Number of days events are held.

Application Due Date: *April 30, 2012*

Total Amount to be Distributed: Amount to be based on total number of applications received (up to \$1,000 per day).

Allowable Expenditures:

- Rental of facilities and/or tents;
- Payment for special one-time electricity costs, equipment rentals, advertising, event posters, portable toilets, janitorial/kitchen supplies, and communications/internet access;
- The hiring of security personnel;
- Transportation of homeless veterans to and from Stand Down events; and
- Other items and services as appropriate.

At the present time, Stand Down grant funds may not be used to purchase food, bottled water, special monogrammed t-shirts, pen sets, specialty hats (unless for cold weather use by homeless veterans), military and veteran type patches, and memento gifts for staff members/visitors/volunteers.

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How will I know how much we were awarded?

- Awardees will receive a purchase order form from CalVet identifying the grant award amount along with a purchase order number to be used on the invoice.

How will funds be disbursed?

- Awardees must make their purchases in advance.

Note: funds cannot be disbursed in advance of the actual purchase

- Awardees must send the CalVet a signed invoice typed on their official letterhead that shows the name, address, and phone number of the organization being paid detailing the following information:
 - CalVet purchase order number
 - Items or services purchased
 - Amounts spent for said items or services
 - Copy of receipts for said items or services **(original receipts and/or invoices should be mailed)**
- The CalVet will authorize the State Controllers Office to disburse funds for the total amount listed on the invoice up to a maximum of the grant award amount identified on the CalVet purchase order.

How much time does it take to get our check?

- Funds will be disbursed approximately 8 to 10 weeks after the invoice is submitted.

Are there any other requirements?

- In order to justify the continued expenditure of these funds, we are asking each grantee to submit an After Action Report (AAR) including information on the services provided and number of Veterans served and placed into housing, as well as a Narrative Comparison of planned activities/expenditures vs. actual activities/expenditures. Additionally, we are asking that you request that every veteran complete a Veteran Reintegration Project information form to be turned in with your After Action Report. Both the AAR and Veteran Reintegration Project form will be included with the award letter upon application review.

CalVet Point of Contact:

Nate Gillen
Homeless Veterans Coordinator,
CA Department of Veterans Affairs
PO BOX 942895
Sacramento, CA 95814
Phone: (916) 503-8379
Fax: (916) 653-2563
Email: nate.gillen@calvet.ca.gov

**Californian Department of Veterans Affairs
Homeless Veteran Outreach
2012 Grant Application**

Applicant's Information:

Sponsoring Organization	
Point of Contact	
Title or Position	
Mailing Address	
Phone Number	
Fax Number	
E-mail Address	
Organization's Website address	

Event Information:

Name of Event			
Type of Event	<input type="checkbox"/> Stand down	<input type="checkbox"/> Other _____	
Number of Days	<input type="checkbox"/> One Day	<input type="checkbox"/> Two Days	<input type="checkbox"/> Three Days <input type="checkbox"/> Four Days
Date(s)			
Hours of operation			
Location (including street address)			
Estimated Number of Veteran Participants			
Goods (non-food) or services to be funded by the grant:			
	Item	Estimated Cost	
	Total Cost		

Required Attachments:

- Letter of Intent/Complete Description of Event – What do you plan to do, how do you plan to accomplish it, what agencies/service providers will be present, what type of services will they provide, how many veterans are expected to attend?
- Completed Payee Data Record (Std 204)

Authorized Signature: _____

Date: _____

Due to CDVA no later than April 30, 2012

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