



Kansas Society Daughters of the American Revolution

Welcome Home Grant Application Instruction Sheet

Susan Metzger, State Regent

ELIGIBLE PROJECTS

Projects considered for grants must follow the KSDAR State Regent's Project of "Welcome Home" by providing support to our Nation's veterans and current service members. Successful applicants must agree to publicly recognize KSDAR's contribution. In order to benefit posterity, secure recognition for KSDAR and produce lasting value from the grants, please note these important guiding principles:

- a. The purpose of the grants are to support projects that "Welcome Home" our Nation's veterans and current service members – whether a physical home or the home that is created through healing and purpose.
- b. The maximum grant award is \$2,500.00. In order to assure ultimate completion of the project, all other funding (beyond that requested via this grant) must be already firmly secured. Projects should be tangible and long-lived, with benefit. Therefore, ineligible requests include administrative or operating expenses (e.g. rent, salaries, benefits, utilities, printing); surveys; permits; vehicles; fundraising; conferences; reenactments; performances; or political activities.
- c. Recipients awarded a KSDAR Welcome Home Grant during the current year must wait until the next year before applying for an additional grant for another project or a different phase of the same project.

APPLICATION REQUIREMENTS. The application may contain no more than 10 single-sided pages, and it must be submitted without binders or special covers. The application includes 16 questions within Parts I-IV, plus attachments:

Part I – Single-Page Cover Sheet:

- Organizational description
- Contact information
- Brief project statement describing how the proposed project meets the purpose of a "Welcome Home" grant.
- Budget summary
- DAR Chapter sponsor name

Part II – Organization Information

- General and financial information/overview about the organization

Part III – Project Information

- Detailed description of the project, and phases if applicable
- Summary of the project need, urgency and benefit to the veteran
- Name and title of the project manager; information on consultation of professionals
- Description how KSDAR will be recognized for participation in the project

Part IV – Authorized Signature

- Signature of person authorized to submit the application

ATTACHMENTS

A. Sponsorship Letter: A one-page letter of sponsorship signed by the current regent of a KSDAR Chapter, citing its name, location and email address/telephone number of the officer. The letter may be brief but must express support for the project; personal endorsements are not accepted. A KSDAR Chapter applying for a grant may write its own sponsorship letter.

B. IRS 501(c)(3) Public Charity Letter and EIN: A copy of page one of the applicant's IRS 501(c)(3) public charity determination letter. If the EIN is not included on the IRS letter, it should be noted in the margin. KSDAR chapters appropriately filing their IRS 990/EZ/N returns are covered under DAR's non-profit umbrella. They need not provide their 501(c)(3) determination letter; their EIN must be provided under Part I – 1 (f). Note that an entity may not apply under the sponsorship name and/or EIN of another non-profit. *Chapter Treasurers have the EIN of their chapters.*

SUBMISSION REQUIREMENTS

- Five stapled sets of the complete application packet
- Attachments:
 - KSDAR chapter sponsorship letter
 - IRS tax determination letter
 - Additional support documentation up to 10 total application pages
- Completed applications must be postmarked on or before **March 15**, and mailed by USPS or other mail carrier to Kathryn West, 1901 Pine Ridge Drive, Leavenworth, KS 66048-5420. Late applications cannot be accepted.
- Failure to precisely follow these directions will eliminate the application from consideration.

JUDGING AND AWARD OF GRANTS

All grants are judged and awarded competitively without regard to gender, race, color, religion, national origin or disability. Notification of an awarded grant is emailed by Susan Metzger by **April 15** following approval by the KSDAR Executive Committee.

DISTRIBUTION OF GRANT FUNDS AND PROGRESS REPORTS

Following KSDAR's receipt of the completed Grant Agreement Form and documentation of secured funds, approved grant funds will be disbursed to the grantee by **May 2**. (Records substantiating that grant funds received have been used solely for the purposes described in the application must be maintained by the grantee and available for inspection.)