

**Indiana Department of Veterans Affairs  
Grants for Veterans' Services (GVS)  
Solicitation – Community Challenge Strategic  
Plan Affiliated Grants**



# **Indiana Department of Veterans Affairs Grants for Veterans' Services (GVS) Solicitation – Community Challenge Strategic Plan Affiliated Grants**

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The Indiana Department of Veterans Affairs is seeking applications for the Grants for Veterans' Services – Community Challenge Strategic Plan Affiliated Grants program. This solicitation is open to non-profit organizations registered with the Indiana Secretary of State. Eligible organizations will apply for grant funds that directly support an Indiana Community Challenge (ICC) coalition partner who has completed the ICC Community Planning Grant Program. The grant amounts will be between \$1,000 and \$10,000, depending on each applicant's need for funds, the availability of funding, and the volume of eligible applicants.

All applications, procedures, and documentation should follow the Indiana Code, Indiana Administrative Code, and Indiana Department of Veterans Affairs' policies.

**Grant applications must be submitted online via eCivis/Euna Grants.  
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Please contact Gabrielle J. Owens or Brookelynn L. Deaton with questions.

## **Contact Information**

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## Eligibility and Purpose

An eligible applicant is an organization that meets the definitions outlined in the Indiana Code (*Appendix B*).

- The organization must be exempt from taxation under Section 501 of the Internal Revenue Code.
- The organization must be a non-profit organization.
- The organization must provide veterans' services described in IC 10-17-13.5-4(a) (*Appendix B*).
- The organization must be financially able to provide the services proposed in its application and must be able to utilize the grant funds during the grant year.
- The organization must follow all state and federal laws and be free of liabilities to the state of Indiana.
- The organization must be registered with the Indiana Secretary of State.

Grants for Veterans' Services awards may only be used to provide services to veterans who meet all the following criteria:

- The veteran receiving services must reside in the state of Indiana, and
- A veteran receiving services must satisfy all the criteria outlined in 914 IAC 1-3-2 as evidenced by the veteran's Department of Defense Form 214 (DD-214), National Guard Bureau (NGB) Form 22 as issued by the United States Department of Defense, or other official discharge papers.

Grants for Veterans' Services awards may only be used to provide services to veteran family members, caregivers, and service members who meet all the following criteria:

- The veteran meets the eligibility requirements outlined above and defined in 914 IAC 1-3-2;
- Veteran status must be verified and meet the eligibility requirements as outlined above and defined in 914 IAC 1-3-2;
  - Veteran status can be verified via DD-214, NGB-22, or other official documentation.
- Active service members' status must be verified via a Leave and Earnings Statement, their CAC card, or other official documentation; and
- The veteran meets the eligibility requirements outlined above and defined in 914 IAC 1-3-2.

Grants for Veterans' Services may be utilized to provide the following services to veterans, family members, caregivers, and service members.

- Programs focused on eliminating homelessness, preventing near-term homelessness, and providing safe and secure living conditions.
- Assisting veterans in moving from public housing assistance programs to:
  - home ownership, or

- stable, long-term rental status.
- Assisting veterans in finding and using available federal and state resources.
- Providing therapeutic services.
- Providing job training and job search assistance.
- Preventing veteran suicide.

## Application Process

Applicants must submit:

- A completed Application for Grants for Veterans' Services – Community Challenge Strategic Plan Affiliated Grants.
- A detailed explanation of the organization's mission, activities, and membership.
- A detailed description of all the services provided to veterans by the organization and a detailed explanation of how those services align with the services described in IC 10-17-13.5-4(a). **include in project narrative**
- A detailed statement, describing the organization's need for a grant, a description of the services in section 4 of this rule that the organization will provide to veterans, family members, caregivers, and service members with the grant for veterans' services, and evidence that the organization can address the need it intends to address with the grant if awarded.
- A set of performance indicators that the organization will use to measure the effectiveness of the services it will provide using the grant, and a detailed description of how those performance indicators will be measured, the data that will be used, and the benchmarks for success. **include in project narrative**
- Copies of the organization's articles of incorporation and bylaws.
- A letter from the Internal Revenue Service affirming the organization's tax-exempt status under Section 501 of the Internal Revenue Code.
- Audited financial statements of the organization from an independent auditor for the last three (3) years or the life of the organization, whichever is shorter.
- Organization's federal and state tax returns for the last three (3) years or the life of the organization, whichever is shorter.
- A detailed work plan, including the scope of the services offered and the target population. This shall serve as your Project Narrative, which will be attached to the grant agreement as Exhibit A and should not exceed ten (10) pages.
- A detailed line-item budget proposal describing how any grant funds will be used.
- A letter from the board of the associated Community Coalition 1) affirming the organization's partnership with the coalition, 2) the coalition's recommendation/approval for the organization to apply, and 3) the portion of the coalition's plan the organization will fulfill.

## Grant Award

An organization that is awarded a grant shall not receive any funding until a grant agreement is fully executed by all requisite state agencies.

## Allowable & Unallowable Costs

Allowable costs are costs necessary and reasonable to perform the program. All costs associated with the proposed program shall be included in the organization's grant proposal budget as Exhibit B. Allowable costs include, but are not limited to:

- Personnel costs (including wages, salary, and benefits)
- Travel costs
- Supplies
- Operating expenses
- Direct service to veterans
- Equipment
- Virtual engagement materials.

Unallowable costs are costs that do not further the program purpose or contribute to the successful operation of the program. Any unallowable costs will be denied. Unallowable costs include, but are not limited to:

- Capital improvements
- The purchasing or acquisition of real estate
- Gifts or donations to other organizations
- Alcohol
- Fundraising
- Lobbying activities.

If a grantee needs a budget modification during the grant period, the grantee must submit that request in writing. The budget modification must be approved by the Indiana Department of Veterans Affairs prior to the grantee implementing the modification.

Any grantees who receive an award for direct assistance to veterans must coordinate with the Indiana Department of Veterans Affairs' Military Family Relief Fund prior to providing direct assistance. This partnership will ensure non-duplication of efforts and allow a greater scope of resources.

## Communications Requirements

Social media has become an important part of communication in today's digital society. This makes it crucial for IDVA and its grantees to develop and foster a united approach to these communication efforts and strategies. This allows IDVA and grantees to work together to more effectively reach veterans throughout the state of Indiana. To help accomplish this, all grantees are required to connect with and share information via social media with IDVA:

- Provide IDVA with the organization's social media handles and contact information for its social media manager/staff.
- Connect with IDVA on all IDVA social media channels applicable to the grantee's organization, including, but not limited to:

- Facebook
    - <https://www.facebook.com/indiana.veterans/>
  - X
    - <https://x.com/Veteransindiana>
  - LinkedIn
    - [Indiana Department of Veterans Affairs](#)
  - YouTube
    - [Indiana Department of Veterans Affairs](#)
  - Instagram
    - <https://www.instagram.com/theindeptofveteransaffairs/>
- Submit your organization's grant-related or grant-funded events on the IDVA website via the [IDVA: Submit a Veteran Event](#) online form.
  - Tag IDVA social media channels with grant-related or grant-funded posts from your organization's social media channels.
  - Include IDVA's mission statement, website, and status as grantor on all media advisories, press releases, press conferences, or any publications relevant to any grant-related or grant-funded activities. IDVA will provide the mission statement and website links once the grant is awarded.
  - Any print materials or promotional items that are ordered with grant funds or promoting a grant-funded event shall have the IDVA logo. IDVA will provide the IDVA logo once the grant is awarded.
  - Provide IDVA with contact information (web links preferred) to the organization's leadership, board of directors, and communications personnel.

## Reporting

All grantees are required to do the following:

- Account for all grant funds received under this program using generally accepted accounting principles. A grantee shall track all assets, expenses, cost of goods, and use of funds.
- Any purchases of supplies or equipment for \$1,000 or more, purchased with monies from the grant, must be given an asset tag. Assets must be clearly marked as Property of the State of Indiana, Indiana Department of Veterans Affairs. Indiana Department of Veterans Affairs must be notified if the grantee, at any time wishes to sell, dispose of, or donate said asset. Approval from the Indiana Department of Veterans Affairs is required prior to the disposition of any asset.
- Submit **monthly or quarterly** financial reports to the Indiana Department of Veterans Affairs detailing all grant-related expenditures.
- Submit a comprehensive financial report of the grant at the end of the grant period.
- Submit **monthly or quarterly** programmatic reports to the Indiana Department of All recipients of GVS grant awards shall provide IDVA with programmatic data including, but not limited to,

- Number of Veterans, Family Members, and Caregivers (VFMC) served at events, through services, or other means.
- VFMC connections to County Veteran Service Officers.
- VFMC attended grant funded events and activities.
- VFMC surveys to determine programmatic effectiveness.
- Information concerning all programmatic achievements:
  - All data points collected about grant-funded or grant-related activities
- Submit a detailed performance report at the end of the grant period of performance detailing the outcomes achieved by the organization awarded the grant. The report must include the performance data and metrics identified in the original grant application. The report must also include a detailed analysis comparing the outcomes achieved to the benchmarks for success identified in the grant application.

As it deems necessary, the Indiana Department of Veterans Affairs may audit or inspect all books, accounting records, or other documents related to the grant at any time. The Indiana Department of Veterans Affairs may require a grantee, at the grantee's expense, to obtain an independent audit from an auditor approved by the Indiana Department of Veterans Affairs.

## **Noncompliance**

If the Indiana Department of Veterans Affairs determines that a grantee is not in compliance with the terms of the grant agreement or has failed to maintain compliance with the eligibility requirements of 914 IAC 1, IC 10-17-13.5, or Indiana Department of Veterans Affairs policies, the Indiana Department of Veterans Affairs shall terminate the grant agreement and notify the grantee in writing. A grantee whose grant has been terminated for noncompliance is not eligible to reapply for any grants awarded by the Indiana Department of Veterans Affairs for a period of twelve (12) months from the date of termination of the agreement.

If it is determined that any funds paid to the grantee were inappropriate and/or due to the grantee's non-compliance, those funds shall be returned to the Indiana Department of Veterans Affairs.

## **Unobligated Funds**

Any funds not obligated within the performance period will be unavailable to the grantee.