



2023 Veterans Support Application Instructions & Guidance

Program Overview

The grant program will be available to non-profit 501(c)(19)/501(c)(3) organizations and municipalities to enhance existing activities/programming that address Veterans needs or recognize the service of our veterans.

Eligible Applicants

Any non-profit organization with a 501(c)(19) /IRS 501 (c)(3) designation or municipality that currently offers specific programs to and for the benefit of veterans of the United States Armed Forces in Dutchess County. Priority will be given to entities that do not already contract with Dutchess County to provide services to veterans.

Ineligible Applicants

Any organization that received grant funding under the 2022 Dutchess County Veterans Support Program are ineligible for funding under this program.

Funding

The total allocation for this initiative is \$150,000. Funding will be awarded on a first-come, first-served basis until all funding has been allocated. Applicants will be notified if their request has been approved or denied within 60 days of receipt of their application.

There will be an execution payment of 25% of the total award, the remaining funding will be awarded on a quarterly reimbursement basis.

Funding Limits	
Minimum	\$5,000
Maximum	\$15,000

Compliance

Compliance with [Dutchess County's Procurement Policies and Procedures](#) is required. Please review this before submitting your application to ensure the proposed activity can meet the requirements.

Examples of possible funding awards include:

- Enhancement\expansion of a program\service currently offered to veterans
- New programming for veterans provided by an agency that already provides services to veterans.
- Purchase plaques, banners, or monuments to honor veterans.
- Expenses associated with an event (picnic, holiday party) to honor veterans
- General capital infrastructure to facilities, including physical structures (roof, windows, doors, etc.) HVAC, plumbing, electrical, security, furniture, fixtures, and equipment. The structure's primary purpose must be for veterans' services.
- Outreach activities to engage with veterans not yet connected to programs and services.

Ineligible Expenses

- Services provided to veterans by an agency that currently does not serve veterans;
- Ongoing/operating expenses;
- Ongoing Programming;
- Restoring Fund Balance/Reserve Accounts; and
- Vehicles or maintenance of vehicles.
- Services currently provided by Dutchess County.

Grant Term

The grant term will be for one year from the award date.

Other Information

- Only **one application per organization** will be accepted.
- An organization's application should be submitted by the Post Commander, Board Chair, Executive Director (ED), Chief Executive/Elected Officer (CEO), or an individual authorized to submit on behalf of the ED/CEO. Do not apply unless you received authorization from the ED/CEO.
- Applications will be accepted on a rolling basis, beginning March 20, 2023.
- All organizations receiving funds from the County must ensure they have adequate insurance for the activities they provide.
- Organizations will have 12 months to expend all awarded funds after contract execution.
- Invoices/receipts must be obtained for all expenses. Expenses without appropriate invoices/receipts may be subject to recapture.
- Invoices/receipts for expenses must be submitted for reimbursement within two months of expenditure.
- The department will not reimburse for any sales tax incurred by a tax-exempt organization, except when the exempt status is not recognized out-of-state.
- RECAPTURE: Outstanding grant funds will be recaptured.
- Pictures of what was purchased and/or an event/program in action are required and must be shared with Dutchess County Veterans Services.
- Dutchess County Veterans Services staff cannot assist in developing your program design or in drafting your grant application.

Grant Portal Instructions

1. Use this [link](#) to navigate to the Dutchess County Grant Portal webpage where you will create an account.
2. **Please only create one account per organization; therefore, you should consider using your organization's general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Login Page, select 'Create New Account' and complete all required* fields marked with an asterisk* symbol.
4. After successfully creating an account, you will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.

5. Once you begin an application, it will be saved as a draft. You can re-enter the portal any time before the submission deadline to complete the application.

Application Review

All applications will be reviewed for eligibility by the Dutchess County Veterans Services with final funding approval recommendations made by the County Executive.

For more information, contact:

Dutchess County Veterans Services
85 Civic Center Plaza, Suite 105
Poughkeepsie, NY 12601
Email: veterans@dutchessny.gov
Website: dutchessny.gov/veterans