DEPARTMENT OF MILITARY AFFAIRS

Support Our Troops

2027 Grant Application

Grants from the Department of Military Affairs Support our Troop's Account are available to provide Veterans' Services. The definition of "Providing Veterans Services" for the purpose of this grant program is as follows:

(1) Providing services to current or former members of the Minnesota National Guard or other Military units stationed in Minnesota.
(2) Providing services to Minnesota residents who are members of a military unit not based in Minnesota, if the member is called to active service.
(3) Providing services within Minnesota to any service members performing or who have performed active service for any branch of the military of the United States.
(4) Providing services to a member of the immediate family of an individual identified in clause (1), (2), or (3), For purposes of this clause, "immediate family" means the individual's spouse and minor children and, if they are dependents of the member of the military, the member's parents, grandparents, siblings, stepchildren, and adult children.

Minnesota Department of Military Affairs
20 12th Street West
St. Paul, MN 55155

Support Our Troops Application: Narrative Instructions

Applications for SOT Grant funds must include:

- ☐ **All narrative instructions -and-**
- ☐ **A completed data sheet**

A project or program receiving funding as an "Eligible Foundation" or "Providing Veterans Services" from the Support Our Troops fund must include measurable outcomes, and a plan for measuring and evaluating the results. This information must be included in the grant application, and it will be evaluated during the grant program board review process. Your application will be reviewed only when it is considered "complete" – that is:

- ☐ Organization **must** include a memo or letter answering the following questions:
  - A description of the program and how it meets service member's needs.
  - What does your organization intend to do with the Grant?
  - How will this directly affect service members, veterans, or their families?
  - How will your organization distribute or spend the funds?
  - What goals will you measure and how will you provide feedback on outcomes?
  - If similar organizations exist, how will your organization compete to provide these services?
  - Has your organization received other State of Minnesota grant funds, including competitive and legislatively named grant funding. Provide the source of funds and the year expended. Describe the outcome of the grant projects.
  - Does your organization intend to include any administrative costs as a portion of your grant, if so please annotate the type of cost, the estimated dollar value, and the percentage of the overall cost relative to the grant request.
- ☐ Attach the following documents:
  - Most recently filed IRS Form 990. If greater than three months past the IRS filing deadline, include a memo indicating why the return has not been filed and the anticipated timeline for filing. If there are issues causing the delay of the return filing, those issues must be disclosed.
  - IRS 501c (non-profit) determination letter
- ☐ Optional: Provide promotional data, annual reports, media summaries, that support your organization.

If all required items are not received, your application will not be reviewed by the Support Our Troops Board of Directors.

Terms of Grant Review and Granting Authority:

- Grants may be denied by the Grant Coordinator, the Support Our Troops Board of Directors or The Adjutant General prior to pre-award risk assessment (upon receipt, during board screening, during the board meeting, or by review of the Adjutant General. No appeal rights are offered.
- After the Adjutant General selects an organization for a Support Our Troops Grant, the Minnesota Department of Military Affairs is required to complete a pre-award risk assessment. This risk assessment will result in the award of the grant, the request for additional information, or the denial of the grant.
    - Appeal rights are offered to the grant requestor for denial due to the pre-award risk assessment.
    - Appeal timelines are as follows:
        - The grant requestor has 15 calendar days to respond with an appeal.
        - DMA has 15 calendar days to respond. DMA may award the grant, request additional information (for which the grant requester will have 15 days to provide additional information), or the grant may be denied.
    - The grant agreement will also outline that the grant administrator, grant approval authority, or the Commissioner of the Department of Administration may cancel the grant at any time during the period of execution.

Once completed, e-mail the application to: eric.c.athman.mil@army.mil in PDF format. A confirmation email will be sent within seven days indicating receipt and an initial application packet review for the items above.