



1. **DATES & DEADLINES**

Grant Applications Accepted

Monday, December 2, 2024

Grant Application Q&A Addendum Deadline (GrantProgram.MDVA@state.mn.us)

Monday, December 23, 2024

Grant Application Deadline (GrantProgram.MDVA@state.mn.us)

Friday, January 3, 2025 4:00 pm

State's Fiscal Year

FY2025 is the State's fiscal year (July 1, 2024 – June 30, 2025). December 2024 is in the 2nd quarter of FY2025.

2. **Grant Duration**

Grant Applicants may apply for funds for Veteran Programs/Services that span a period of 12, 18 or 24 months. In general, the grant period begins, *and expenses may only be incurred* on the date when the Grant Agreement has been executed.

When will I be notified that I have been selected for grant funding?

Grant Awardees selected by the MDVA Commissioner for funding and non-selected Grant Applicants will usually be notified within 1-2 months after the Grant Application submission deadline.

- Grant Agreements are usually executed within 2-3 months after Awardee notification.

Non-selected Grant Applicants will usually be notified within 1-2 months after the Grant Application submission deadline.

2. **ELIGIBILITY**

How do I determine if my organization is eligible to apply for this Grant?

Organizations may refer to Section I.B – “Eligible Applicants” and I.C – “Ineligible Applicants” in the SOT Grant Application.

I have a question about the charitable organization requirements of Minn. Ch. 309.

Charitable organizations with questions about the requirements of Minn. Ch. 309, or that wish to access registration and reporting forms, should visit the Attorney General's Office's website at www.ag.state.mn.us. Organizations may also call the Attorney General's Office with questions at (651) 296-3353 (Twin Cities Calling Area), (800) 657-3787 (Outside the Twin Cities), or through the Minnesota Relay Service at (800) 627-3529. Written inquiries and other submissions should be directed as follows:

Minnesota Attorney General's Office

Charities Division

445 Minnesota Street, Suite 1200

St. Paul, MN 55101

www.ag.state.mn.us/charity

For applicants that would like to verify if their charitable organization is currently registered in Minnesota, they can do so by using the Attorney General's Offices' Search for Charities <https://www.ag.state.mn.us/Charity/Search/Default.asp>

3. APPLICATION PROCESS

Can I resubmit a SOT Grant Application that I submitted for a previous grant cycle?

No. Grant Applicants must always use the current SOT Grant Application available for downloading on the MDVA Website – Grant Page during the current grant open period.

How do I apply for this Grant?

Detailed instructions explaining how to apply are contained in the SOT Grant Application. In general, the process is as follows:

Step I – Download and save Grant Application on computer.

Step II – Read Grant Application Instructions carefully.

Step III – Complete Application Forms 1 – 6 and Logic Model Diagram (fillable PDF)

Step IV – Upload completed Grant Application and required attachments to a secure MDVA SFTP server no later than the posted deadline.

May I consult with the MDVA Administrator when completing this Grant Application?

Unfortunately, MDVA may only respond to email inquiries for topics that are not addressed in the SOT/Competitive Grant Application during the open Q & A period. This is done to ensure that the playing field remains level for all Grant Applicants and that no one organization has an advantage over another because of having the benefit of a personal conversation with the Grant Administrator.

Do I need special software to complete a fillable PDF?

No. Most organizations have the software already loaded on their computer to complete a fillable PDF form. Also, local libraries are a good resource for organizations.

I need more space for my answers than the space provided in the Application.

Be concise. Answers must be limited to the space provided. The Grant Application blanks are limited in size deliberately to keep the MDVA grant evaluation process manageable.

I am having trouble entering some of the fields in the fillable PDF?

Dollar amounts are entered in dollar increments (no cents). Enter numerals only (e.g., 5325 for \$5,325.00). The fillable PDF form enters the symbols and decimals automatically.

Dates are entered as ##/##/##.

Percentages are entered as decimals (e.g., 25% is entered as .25)

Grant Application proposed budget (administration/indirect expenses)?

MDVA will consider Grant Applicant proposals with estimated Administration/Indirect expenses up to 20% of the total requested grant amount. Examples of Administration/Indirect expenses are Executive Director Salary, Office Supplies, IT Support, Telephone & Internet etc.)

Is there an advantage if I apply for less money?

Grant Applicants may apply for \$1,000 - \$100,000 grants. There is no advantage or disadvantage to apply for smaller or larger grants.

Please explain the Section titled “Application Staff/Volunteer Experience”?

In general, MDVA seeks to understand how much relevant work experience the Grant Applicant’s Staff/Volunteer have when they fulfill their role in administering the Grant Applicant’s proposed Project/Activity.

I applied for the SOT Grant during a previous grant cycle and was denied. Is there anything I can do to improve my chances if I apply again?

Yes. Ensure that the Grant Application:

1. Is submitted by the deadline.
2. Meets the minimum requirements.
3. ALL questions are answered concisely, thoroughly, and persuasively.

But also know, Grant Applicants may have met the above guidelines and will still not be recommended for funding due to:

1. Limited SOT funds
2. Different funding priorities
3. Duplication of similar services elsewhere

Grant Application (Form 3) – Is it necessary to report contractor salaries?

In general, MDVA seeks information related to paid staff who will be working on the grant, if awarded. Reporting contractor salaries is optional.

Grant Application (Form 6 Section D) – # of Veterans to Be Served by the Grant

Consider this question carefully. Grant payment are usually conditional upon serving veterans.

Example (\$20,000 Grant to serve 100 Veterans)

\$20,000 Grant = 10 hours “Respite Care” Case Management for 100 veterans

For every veteran provided 10 hours “Respite Care” Case Management, Grantee is eligible to be reimbursed \$200.

Note: 100 Vets x \$200 per unique veteran = \$20,000 grant

Grant Application (Form 6, Section D “Description of Costs”) – Please clarify?

MDVA seeks to have a clear understanding of how the Grant Applicant proposes to spend the grant dollars, if awarded. The total proposed budget expenditures on this form should equal the Total Funds Requested recorded by the Grant Applicant on Form 1.

Important: If selected for funding, MDVA reserves the right to negotiate alternate grant budget terms with the Awardee if it is deemed advantageous by the State to do so.

I have uploaded the SOT Grant Application to the SFTP site. How do I know I uploaded everything successfully?

Log-out and log-in again using the same Log-in credentials provided in the original MDVA’s SFTP Server email. Open the documents that you see. If everything appears as you expected, then you have uploaded your documents correctly. You will not receive a confirmation email.

I need to replace a document previously uploaded to the SFTP server with a corrected version?

Once Grant Applicants have been provided with SFTP site credentials by the MDVA Grant Administrator, Applicants may upload and delete documents uploaded to the SFTP Server 24/7 until the grant deadline. Be sure there is no more than one version of each document uploaded, (e.g., 1 SOT/competitive Grant Application, 1 Certified Financial Statements etc.)

4. MISCELLANEOUS

Grant Application (Form 6 - Section D) – # of Vets (& family members) to Be Served by the Grant

Consider this question carefully. Grant payments are usually conditional upon “serving” veterans.

Example (\$20,000 Grant to serve 100 Veterans)

\$20,000 Grant = 10 hours “Respite Care” Case Management for 100 veterans
For every veteran provided 10 hours “Respite Care” Case Management, Grantee is eligible to be reimbursed \$200.

Note: 100 Vets x \$200 per unique veteran = \$20,000 grant

How does MDVA disburse grant payments?

MDVA’s grant payments are on a reimbursement-basis. Grantees submit periodic Reimbursement Payment Requests after the Grantee has incurred expenses. The Grant reimbursement process is described in the MDVA Grant Manual, located on the MDVA Website – Grant Page.

When may Grant Awardees start incurring expenses for their proposed Grant Activity/ Program? Grant Applicants selected for funding may make grant expenditures only after an MDVA Grant Agreement is negotiated and executed.

Is travel an allowable expense?

Grant proposals serving MN Veterans as defined in Minn. Stat. §197.447 may include travel, including for travel outside of Minnesota. However, “travel” must be specifically referenced in the Applicant’s SOT/competitive Grant Application as a budget item.

Note: The State’s reporting requirements for travel can be cumbersome for grantees. Grant Awardees usually elect to avoid incorporating travel expenses into their grants for this reason.

Is fundraising

No, fundraising activities are NOT an allowable expense at this time.

Can MDVA's Veteran DD214 requirement be waived due to agency's veteran's privacy policy?

While it is vital that grant applicants protect the private data of the veterans they serve, the DD214 requirement cannot be waived. As a State agency, MDVA is fully HIPAA compliant.

However, Grantees with similar privacy concerns have successfully collected veteran DD214s when they explain to Veterans that the funding is contingent upon collecting Veterans DD214s.

Project/Activities related to Suicide Prevention

Grant Awardees with Project/Activities related to "suicide prevention" are encouraged to present MDVA's S.A.V.E. Presentation to all Grantee staff/volunteers who have programmatic responsibility for administering the SOT grant.