

AMVETS

DEPARTMENT OF NEW YORK SERVICE FOUNDATION

The following is a quick reference guide for submitting grant requests to the AMVETS New York State Service Foundation. All submissions are thoroughly reviewed by the members of the Foundation. All documentation and procedures are solely the responsibility of the submitting Post. **Remember that this is only a guide.**

AMVETS New York State Service Foundation reserves the right to:

- Refuse or deny any submission.
- Increase or Decrease the amount of the submitted grant.
- Send any request back for clarification or more documentation.
- Change any and all criteria listed in this Guide.

Criteria for submitting a grant request:

- Any Post submitting a Grant request must be a member of the Department of New York.
- Post must be Chartered and in good standing.
- Post must be present for 1 (one) Department of New York S.E.C. or Department Convention per year.
- Post must report online on the AMVETS National website the programs their Post is participating in.
- Grant submissions must be received by the Foundation member in charge 3(Three) weeks prior to scheduled meeting. Any grant received after that date will not be opened and returned to the submitter. Letters Postmarked on that date will be returned. S.E.C. meetings start on Friday, Department Convention starts on Thursday. Meeting dates are subject to change.

- AMVETS New York State Service Foundation only reviews Grant requests for sponsorship of basic hospitalized and nursing home Veterans that can use assistance and Active Duty Military personnel.
- AMVETS Department of New York Service Foundation will not accept Grant requests for Donations. A Post can donate to any person, charity or cause that it wants to, but it will remain a Post donation.
- Grant requests for programs older than 1 (one) year from the date of the meeting that the request is voted on will not be accepted.
- All Grant requests must be submitted on a cover sheet with Post letterhead.
- Coversheet must have a brief description of the Grant request including total monies spent and signatures from the Post Commander and the member in charge of the program submitted for.
- Grant request must include **COPIES** of all receipts related to said program. Multiple receipts copied on a single sheet are allowed.
- Receipts must be clearly legible. Any receipt that has been “touched up” with a pen, pencil or marker will be disqualified.
- Any money paid out for taxes will be disqualified.
- Any money paid out for Tips will be disqualified.
- Any meals that have been catered will be accepted at 25% rating. Food purchased that was prepared by the Post will be at the going percentage for that S.E.C. meeting.
- Any money paid out for Veterans utilities (Gas, Coal, Water, Electric, Heating fuel, etc.) will be disqualified.

AMVETS New York State Service Foundation will not accept Grant submissions for:

- Any program already sponsored by the Foundation. The Foundation gives a complete report at all meetings of all Grant requests and Programs it is funding. If you do not attend any of these meetings, don't say you didn't know the Foundation was sponsoring a certain program.

- Flags. If you need small Flags for parades and ceremonies please contact your local County representative. Many Counties in New York State supply Flags to Veterans organizations. If they cannot help you, please contact the Foundation President. He may be able to supply you with Flags at a lower cost.
- Post Buildings. The Foundation will not approve any Grant request for upkeep, repair or purchasing of Post property.
- Hotel stays, car rental, gas and mileage to and from any event, storage rental and meals for Volunteers is not admissible.
- Members at Large (M.A.L.) are not eligible for any Grant submission.

If you are in need of Undergarments or clothes for your local V.A. Hospital, please contact your local VAVS Representative.

If your Post is purchasing any clothing item for Veterans, please check with the Foundation President **BEFORE** you purchase them. He may be able to supply them at a lower cost.

If you have a question on anything in this guide, please contact a member of the Service Foundation. We are here to help you and work with you.

All officers contact information is listed in the Empire AMVET newspaper.