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**DEPARTMENT OF VETERANS' SERVICES**  
**VETERAN SERVICE ORGANIZATION**  
**MICROGRANT INITIATIVE ELIGIBILITY FORM**

**SUBMISSIONS WILL BE ACCEPTED BETWEEN WEDNESDAY, SEPTEMBER 16, 2020  
(12:00 AM) THROUGH WEDNESDAY, OCTOBER 28, 2020 (11:59 PM)**

**CONTACT INFORMATION**

**Date:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Street Address of Organization:** \_\_\_\_\_

**Borough:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Point of Contact Name(s):** \_\_\_\_\_

**Organizational Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Post Social Media:** \_\_\_\_\_

**FINANCIAL INFORMATION**

- 1. Prior to March 22, 2020, did your post/chapter rent out your facility to generate revenue for your post?**
  - a. \_\_\_ Yes
  - b. \_\_\_ No

- 2. If Yes, can you estimate the loss of revenue from renting out your facility between March 1, 2020 and July 31, 2020? \$\_\_\_\_\_**

**3. Attach to this application at least ONE ITEM from Section A and ONE ITEM from Section B:**

<b>Section A</b>	<b>Section B</b>
Latest IRS 990 Form filed	Last year's income vs. expenditure report (2019)
NY State Certificate of Incorporation	Alternative documentation to show loss of revenue
Copy of post charter letter	

**DISCLAIMER AND SIGNATURE**

*I certify that my answers are true and complete to the best of my knowledge and that I have read and understand the initiative purpose, eligibility requirements, and administration guidelines outlined below.*

*If this application results in microgrant funding, I understand that false or misleading information in my application or eligibility determination may result in requiring repayment of the microgrant.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

**Please complete and submit this eligibility form and required financial documentation to [VSOSupport@veterans.nyc.gov](mailto:VSOSupport@veterans.nyc.gov). If you are unable to submit this application electronically, you may mail your application and required financial documents to:**

**NYC Department of Veterans' Services  
Attn: Ellen Greeley  
1 Centre Street, Suite 2208  
New York, NY 10007**

***Mailed applications must contain a U.S. postmark, stamped within the submission period reflected above. Please send an email message to the email address above informing us that you are mailing your package by U.S. postal mail.***

## BACKGROUND AND PURPOSE

The New York City Department of Veterans' Services (DVS) is aware of the financial challenges facing local Veteran Service Organizations (VSOs) due to the impacts of COVID-19. In response, DVS is leveraging private sponsorship funding to establish a microgrant initiative to alleviate some of the financial burdens impacting the hardest-hit VSO posts.

A pool of \$25,000 in funding has been raised for the purposes of distributing microgrants. Funding will be equally divided among the final number of approved organizations that submit completed applications within the submission timeline indicated. Microgrants will vary based on the number of approved applicants but are expected to be approximately \$500 per organizational recipient.

## ELIGIBILITY

One-time microgrants will be distributed by the Mayor's Fund to eligible VSOs located within the five boroughs of New York City that own or rent their posts from which they lost space rental revenue due to closure as non-essential businesses during the COVID-19 pandemic. For those VSOs that share a location, please submit only **ONE** eligibility form.

For the exclusive purposes of this initiative, VSOs are defined as veteran service organizations that fall under **ONE** of the following U.S. IRS tax code designations: 501(c)(19)-veterans' organization, 501(c)(3) - non-profit organization, 501(c)(4) - social welfare organizations, 501(c)(7) - social clubs, 501(c)(8) - fraternal beneficiary societies, 501(c)(10) - domestic fraternal societies 501(c)(2) - title holding corporations **AND** that own or rent their halls/posts **AND** can demonstrate lost revenue from renting their spaces as a result of the COVID-19 non-essential business closures that impacted New York City starting on March 22, 2020.

**Veteran Service Organizations deemed eligible for the Veteran Service Organization Microgrant Initiative through the NYC Department of Veterans' Services and the Mayor's Fund to Advance New York City partnership are ineligible to receive Home Depot gift card being provided through a separate initiative administered by DVS.**

Previous or current affiliation with DVS through any type of outreach, initiative, or partnership will not result in special preference or automatic eligibility for a microgrant. Only completed forms submitted within the submission period indicated above will be eligible for review and support.

Eligibility will be evaluated by DVS and the Mayor's Fund after the submission period closes. DVS and the Mayor's Fund reserve the right to revise the deadline if necessary and without notice. All official submissions must be received within the time period indicated. Any changes to the deadline will be posted on [www.nyc.gov/veterans](http://www.nyc.gov/veterans).

In addition to a microgrant check, eligible VSOs may also receive information about DVS and its initiatives, COVID-19 testing and tracing information, and other resources from the City of New York and its community partners for distribution to members. **If you have questions, please email us at [VSOsupport@veterans.nyc.gov](mailto:VSOsupport@veterans.nyc.gov), or call (212) 416-5250.**