



# Matching Funds Request

How to submit a request

Rev. 03-2018



## What are Matching Funds Requests?

- ▶ Sponsored by the National Service Foundation
- ▶ Program that offers up to 50% matching fund for special projects in VA Medical Centers, State Veterans' Homes, and VA Contracted Nursing Homes.
- ▶ Can request between \$500 to \$2500 (for projects of \$1000 to \$5000)
- ▶ Requests are voted on and approved/denied during AMVETS Service Foundation Board Meeting at National Convention
- ▶ Your post or Department must sponsor other half of project



## Who can apply for a Matching Funds Request?

- ▶ Any AMVETS Post or Department (including Auxiliary and Sons)
- ▶ VAVS Representative or VAVS Deputy Representative for VA center should coordinate and submit request (if possible)



## When can you submit a request?

- ▶ Year round, 1 September through 15 July
- ▶ Submissions must be into National Programs Department by **15 July**
- ▶ Awards made at National Convention each year (mid-August)



What projects qualify?

- Should improve quality of life for patients/residents at facility
- Should have ongoing use



## Matching Funds are NOT intended for:

- ▶ Special Events
- ▶ Dances
- ▶ Field Trips
- ▶ Transportation Costs
- ▶ Clothing
- ▶ Reading materials
- ▶ Hot food servers
- ▶ Veterans parks or memorials



## Matching Funds can be use for (not limited to):

- ▶ Ice machines
- ▶ Athletic equipment
- ▶ Music equipment
- ▶ Weighted blanket for therapy
- ▶ Furnishings for patient rooms
- ▶ Large screen TVs
- ▶ Wheelchairs
- ▶ Washers and dryers



## Getting Started: Step One

- ▶ VAVS Rep/Dep, AMVETS Post Commander, or Representative should contact facility contact person
- ▶ At VA Medical Facilities this is the Chief of Voluntary Service
- ▶ May also be facility manager / director / administrator
- ▶ Establish a “Needs List”
- ▶ Get matching support from AMVETS Post or Department
- ▶ ***Only one AMVETS unit (Post, Department, Aux, Sons) may request funds for a specific project.***



## Step Two: Prepare the Request

- ▶ Fill out the AMVETS Matching Funds Request
  - ▶ Found under Member Resources/Programs/VAVS or click this link: <http://amvets.org/wp-content/themes/amvetshq/docs/program-form-15-02.pdf>
  - ▶ Tip: ask the facility contact to help fill out the request paperwork
- ▶ **Include a copy of Invoice or Quote showing item description and cost**
- ▶ **Signed statement from AMVETS Post/Department/Subordinate stating that 50% of funds for project cost has been put aside in escrow account pending action by NSF Board at National Convention**



## Step Three: Submit the Request

- ▶ Final requests include:
  - ▶ Matching Funds Request form completed
  - ▶ Signed letter stating half of project cost is in escrow awaiting decision of NSF board
  - ▶ Invoice/quote for project cost and item descriptions
- ▶ Send completed request to National Programs Department at:
  - ▶ AMVETS National Headquarters
    - Attn: Programs Department
    - 4647 Forbes Blvd.
    - Lanham, MD 20706



## Final Thoughts

- ▶ Matching Funds Checks go out in September
- ▶ Questions or concerns, call Programs Department at 301-683-4031