




Matching Funds Request

How to submit a request




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:
http://www.amvets.org/pdfs/programs_pdfs/vavs_funds_form.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
- 