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