Military Assistance Program (MAP) Grant Application Procedures

The primary purpose of the VFW MAP Grant is to promote VFW Post, District and Department involvement and interaction with the local military community. The MAP Grant program is intended as financial assistance for sponsoring events for military units of the Active Duty, National Guard and Reserves. These events are most successful when local VFW Posts interact with military unit, involving MAP Chairmen, National Certified Recruiters, Veterans Service Officers.

Each National VFW MAP Grant Application is individually reviewed. Submission of the MAP Grant Application does not guarantee approval. The MAP Grant Application must be submitted at least 21 days prior to the event.

Examples of events that may qualify for funding include, but are not limited to:

- VFW Post hosting a Farewell or Welcome Home event for a local military unit
- VFW Post supporting a military unit function, such as a holiday party or Family Readiness Group activity
- VFW Department sponsoring a Morale, Welfare, and Recreation (MWR) function for a military unit.

The MAP Grant Application must be filled out completely. Please include with your application a tentative event agenda, price estimates/quotes for food, refreshments or other items being purchased for the event, rental cost estimates/quotes for any equipment being brought in for the event, any other document you believe will help describe the event. Please describe how this event benefits the VFW and the military service members. It is important to note if other community or Veterans group are working with the Post on this event.

The Post, District or Department is prohibited from using the MAP Grant funds for any purpose other than the stated event. Any Grant funds not used for the event must be returned to National MAP Fund. Recipients of MAP Grants are required to submit copies of all receipts to the National MAP office no later than 30 days after the event.

MAP Grant Applications must be submitted to your Department MAP Chairman, for informational purposes and faxed to National Headquarters at (816) 968-2779 or mailed to VFW National Headquarters, ATTN: MAP, 406 West 34th Street, Kansas City, MO 64111. If you have any questions, please contact the MAP office at (816) 756-3390 ext. 211.
MAP Grant Application

Instructions: Fax the completed form to (816) 968-2779 or mail to VFW National Headquarters, ATTN: MAP, 406 West 34th Street, Kansas City, MO 64111

Department:_____________ District:____________

Post #:____________________________________

Post Address:________________________________

City/State/Zip:________________________________

Contact Name:________________________________

Phone: (______) _______________________________

Email:________________________________________

Event Information:
Event Name:___________________________________

Event Date:____________________________________

Event Description (What, Where, When, Why):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Expected Number Military and/or Family members attending: ______________________

Is there Community Involvement: ______________
_____________________________________________________________________________
_____________________________________________________________________________

Are other Veterans Organizations Participating?
_____________________________________________________________________________

Project Budget:________________________________

Grant Amount Requested:________________________

VFW/Auxiliary Involvement (How Many Members? What Will They Do?): ______________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

What Recognition Will the VFW Receive at the Event?:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How Does This Benefit the VFW?: ______________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Military Unit Information:
Unit Name:____________________________________

City/State:____________________________________

Contact Person:_______________________________

Phone: (_____) _______________________________

Acknowledgement 1:
To facilitate compliance with IRS regulations, the VFW Military Assistance Program (MAP) will require the Post to provide a report including receipts no later than 30 days after the scheduled event date. Failure to do so will result in a request from National Headquarters for a full refund of the Grant amount. __________ (Must be checked)

Acknowledgement 2: This money will not be used for lobbying in any way. __________ (Must be checked)

Dept/Post Cdr/QM Signature:
X___________________________________________Date:____________
### MAP Grant Application Event Calculator

**Event Name:** ________________________________  **Expected Attendance:** ___________________________

<table>
<thead>
<tr>
<th>Item to Purchase</th>
<th>Pricing taken From</th>
<th>How Many People Will This Item Serve (X)</th>
<th>How is Item Packaged (Y)</th>
<th>How Many Pkgs Will We Need (X / Y = Z)</th>
<th>Cost Per Package (C)</th>
<th>Total Cost For This Item (Z * C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled Water (Example)</td>
<td>Store Brand</td>
<td>2000</td>
<td>35 Bottles Per Case</td>
<td>(X / Y =) 58</td>
<td>$3.98</td>
<td>$230.84</td>
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