



GRANT APPLICATION PREPARATION CHECKLIST

The following checklist will help you compile the documents needed to apply for a grant before you get started online.

Items required to complete this grant application:

- IRS Determination Letter
- Most current 990 or 990N and financial statement; if you filed for an extension you will need a copy of the IRS approval for extension
- A Line Item Budget detailing how the funds being requested will be used

Copy of resumés for the following people:

- Project Manager for the project
- Person with overall financial supervision for this grant
- Person with overall administrative supervision for this grant

Please Note:

- ★ VSF funds grassroots start up projects that directly affect veterans and perhaps their families. Projects that prove beneficial to veterans and develop a track record of providing needed services and/or performance will be considered for funding in subsequent years.
- ★ VSF will NOT fund projects for Bricks & Mortar, Faith-Based Organizations, Memorials, Monuments, and Museums.
- ★ All grant applications are due in by March 31, 2017.

All questions can be sent to grants@vsf-usa.org