



Veterans Council of Duval County

Jacksonville City Hall
117 W. Duval St. Suite 175
Jacksonville, Florida 32202

“Strength in Unity”

Veterans Memorial Arena Trust Fund

GRANT GUIDELINES

The Veterans Council of Duval County is privileged that through the Naming Rights Agreement between Vystar Credit Union and the City of Jacksonville, it is able to give back to Veteran’s Service Organizations located in Jacksonville, Duval County, Florida that serve Veterans’ needs who reside in Jacksonville, Duval County, Florida. These funds are to aid our local veterans in an effort to improve their lives and moral. Grants will be awarded in a range of \$500.00 to \$10,000.00.

GUIDELINES

ELIGIBILITY: To be considered for funding, organizations must:

- Have a current non-profit, tax-exempt classification under section 501(c) of the Internal Revenue Code.
- Have all audited financials up to date. Be current on any Internal Revenue Service reporting requirements.
- Be in good status with Florida Department of State, Division of Corporations.
- Organization must have a physical location or are based in Duval County, Florida. Primary location is defined as, primary business conducted in Duval County, meeting location, organizations physical address. Operations must also be based in Duval County.
- Have broad community support and address specific veteran’s needs.
- Expend funds and provide services only in Jacksonville, Duval County, Florida.
- Practice and provide services without discrimination as protected by law.
- Applicants must address veterans in their mission statement.
- Any grant funds awarded must be expended within 12-months from the date funds are disbursed.

EXCLUSIONS:

Funds will not be granted for or to the following:

- Individuals
- Private Foundations
- Organizations that are themselves, grant-making bodies
- Operational Expenses (including salaries)
- Travel or conference expenses

- Sponsorships, events or projects for which staff receive tangible benefits or privileges
- Political Action Committees, political causes or candidates
- Use of funds to purchase tickets for galas, luncheons, or for food at an event.
- Debt reduction
- Gifts, Honorarium, gratuities
- Advertising (unless specifically utilized for project, limiting advertising funds use to 5% of grant received)

PARAMETERS: here is what we are looking for:

- Project or program that meet the needs of veterans
- Lives impacted, services provided, needs met, increased reach, etc.

PROCEDURES

When submitting a grant application, please ensure all requested information, with supporting documentation, is uploaded to the Veterans Council of Duval County’s online application portal.

A. Required Documentation

1. Completed grant application
2. Proof of the organization’s 501(c) status
3. Most recent audited financial statements
 - a. includes 990, 990IN, or 990 EZ.
4. Most recent IRS returns
5. Certificate of Status from Florida Division of Corporations
6. Operating budget for the current fiscal year
7. Supporting documents regarding how funds will be used
8. Copy of previous “close out” report if your organization has received prior grants from the Veterans Memorial Arena Trust Fund

B. Recognition of the Veterans Council of Duval County

If awarded a grant, recipients shall identify the Veterans Council of Duval County as a contributor. All such acknowledgements and promotions shall be subject to the prior approval of the Veterans Council of Duval County. This may be accomplished through newsletters, social media, websites, events, annual reports, signage interviews, etc. The award of grant funds may not imply or infer an approval or recommendation by Veterans Council of Duval County. The Veterans Council of Duval County will provide a copy of the logo for recipients to use.

C. GRANT APPLICATION TIMELINE:

The Veterans Memorial Arena Trust Fund grant application will be available via the Veterans Council of Duval County’s website commencing January 1st of each year. The Deadline

for submission of applications and all required supporting documentation is midnight on January 15th of each year. **NO EXTENTIONS ALLOWED.** Any Organization receiving a grant award will be announced no later than April 1st of each year. All funds must be used before the next grant cycle.

The Chairman of the Veterans Council of Duval County shall appoint a natural third party, not affiliated with the VCDC or organization requesting a grant, to review all applications for completeness. The completed applications will be redacted, removing organizational names, addresses, federal identification numbers, along with any other identifying information of the organization. Once all completed applications are received, the third party will provide the names of those organizations making application to the Executive Board. The Executive Board shall then provide, to the public, a listing of the entities making application. The completed applications will be submitted to the Veterans Memorial Arena Trust Fund Committee (VMATFC) for consideration.

Any incomplete application submitted will automatically be rejected and the organization will be provided notice of rejection by the Executive Board. Every application that is complete will receive a confirmation from the Executive Board once submitted to the VMATFC.

Any veteran or organization desiring to submit their concerns or recommendations for any organization that filed a grant application that has been announced by the Executive Board may submit, in writing, their concerns or recommendations to VMATFC@duvalveteranscouncil.org no later than 15 days after the Executive Board has made its public announcement of the grant applicants.

Two or more veteran organization members in good standing may collaborate on a project and apply for a grant to be utilized on the collaborative project. The amount of any collaborative project shall be limited to \$500.00 to \$10,000 per project (ie. Each organization cannot request \$10,000.00). Grant award winners will report 50% of grant expenditure and 100% of grant completion.