# Department of Military and Veterans Affairs (DMVA)

# Veterans Trust Fund (VTF)

# Application Instructions Guide

## eGrants

## Document History

The table below serves as a document history log to track the version number, date, and description of each change/revision applied to this document.

| Version | Date | Version / Revision Description |
|---|---|---|
| 1.0 | 11/21/2023 | Draft version delivered |
| 2.0 | 5/6/2024 | Final Version |
| 3.0 | 9/30/2024 | Updated based on the system changes |

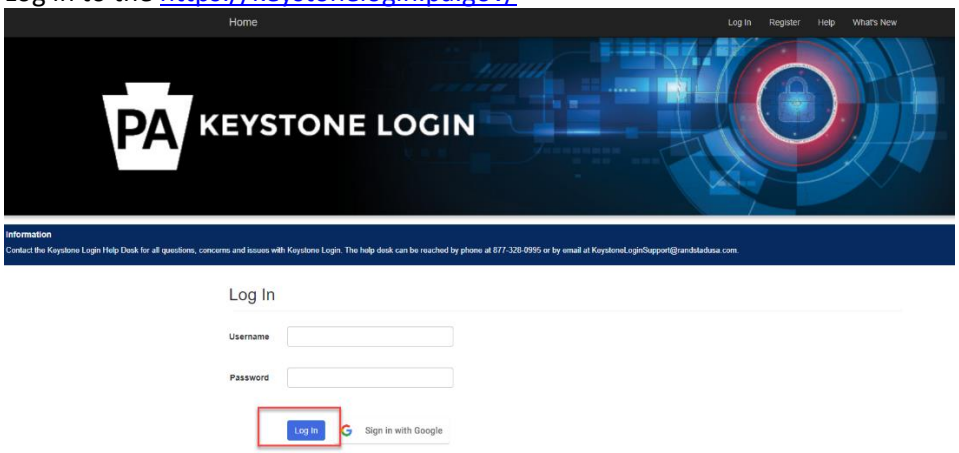
Table 1. Document History

## How to Apply for the VTF Program

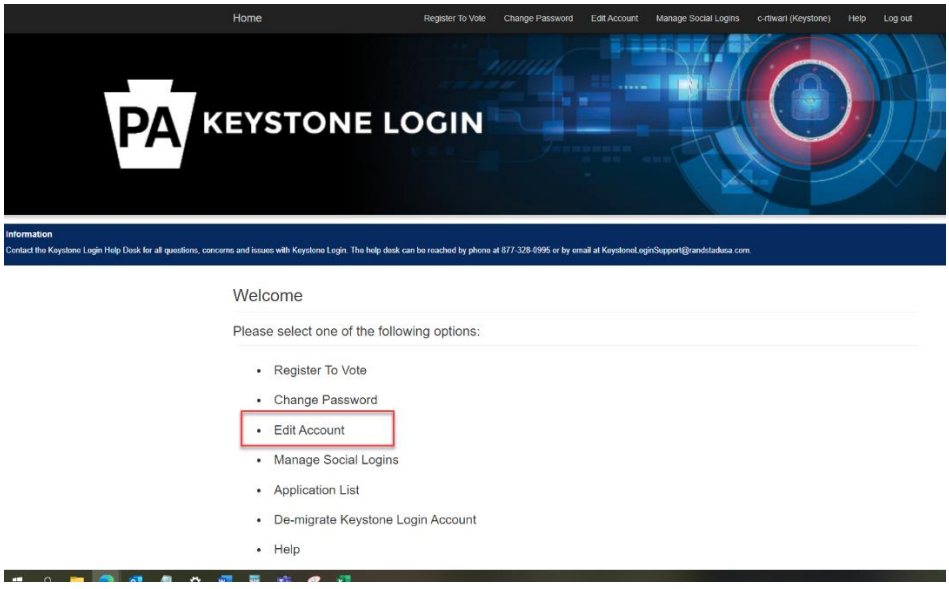
Pennsylvania's VTF Program requires all applications to be filed electronically using the eGrants Public Portal Interface at https://grants.pa.gov. Applications are best applied by using **Chrome or Edge.**

**NOTE: If you didn't provide an email address during the keystone registration process, please follow the below steps to add an email address to your keystone user profile.**

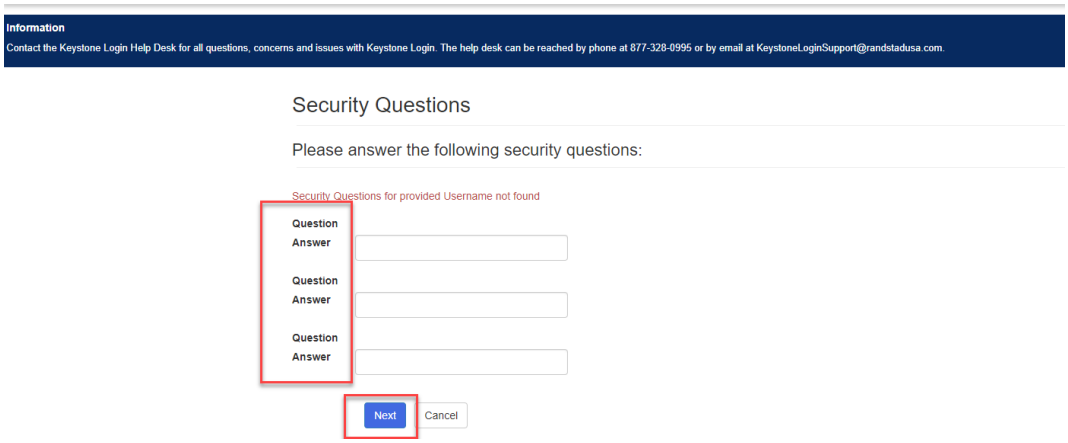
1. Log in to the https://keystonelogin.pa.gov/




2. Click "Edit Account."




3. Answer the security questions. Click "Next."



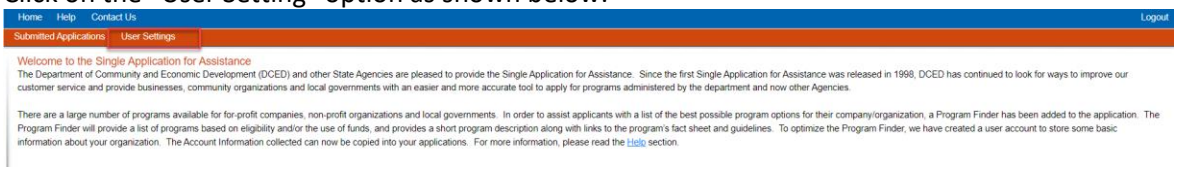

4. Add the email address in “Update User Profile.” Click “Update.”

**Log in to the VTF Program Application Site and Complete the Application:**

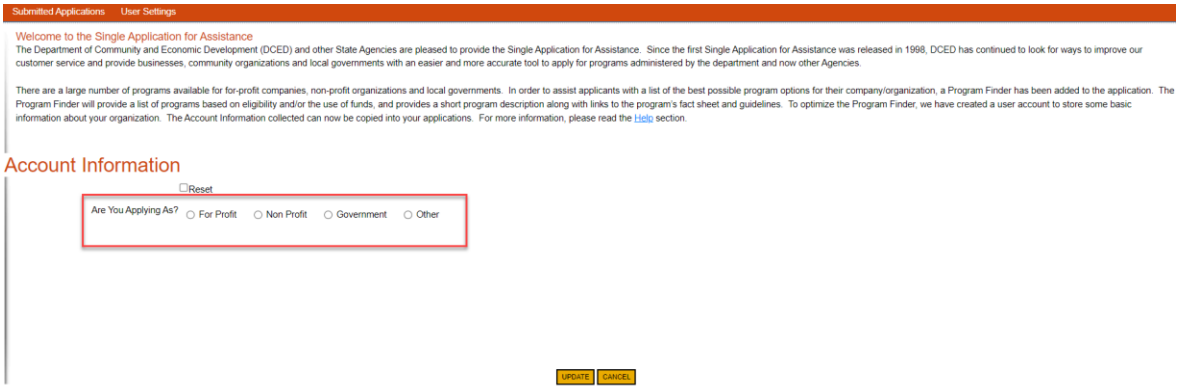
**Note: Please have the FEIN of your organization ready before starting the applications along with the contact details. Fields with a red diamond are required and must be completed.**

- Log into the eGrants Public Portal Interface at https://grants.pa.gov with the Keystone username and password.

- The “User Setting” option is used to collect the user account information and information collected in the user setting can be copied into your applications. Please follow the below steps to enter user account information:
  **NOTE: It is an optional step and is beneficial for users submitting applications for the same entity. Users submitting applications for multiple entities may skip this step.**
  - Click on the “User Setting” option as shown below:

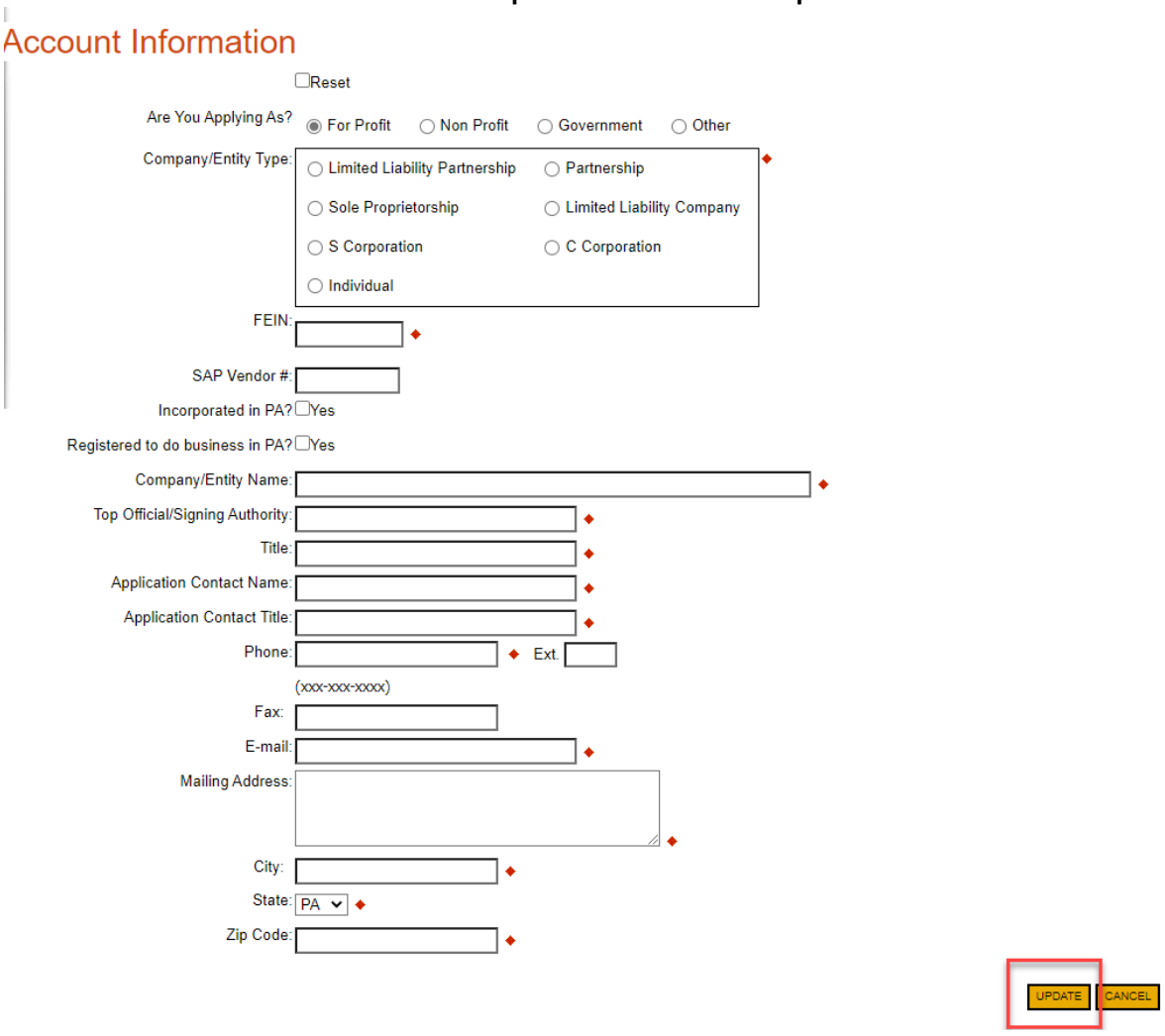



  - Select an option for “Are You Applying As?” Selection will determine the choices available under Company/Entity Type.

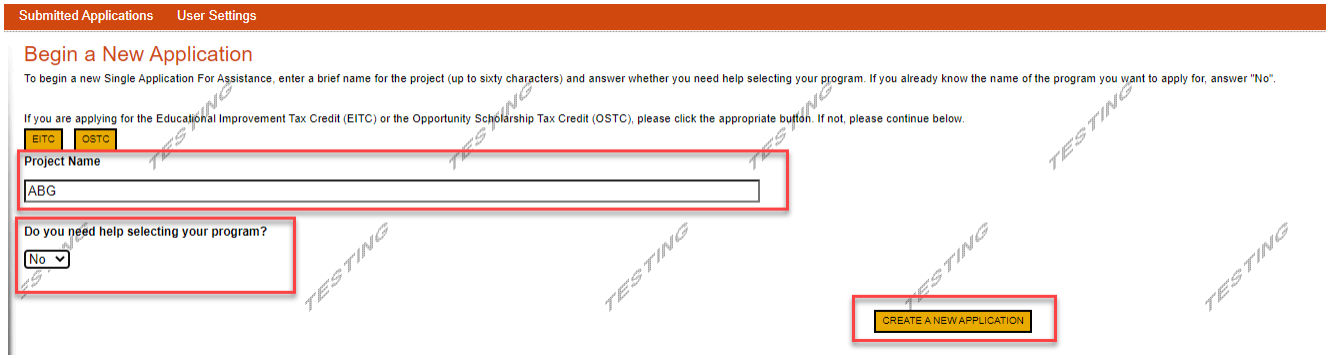



- Enter the Company/Entity Type, Federal Employers Identification Number (FEIN) of the company/organization (do not enter the dash) applying for the application, and other required fields. Click Update.

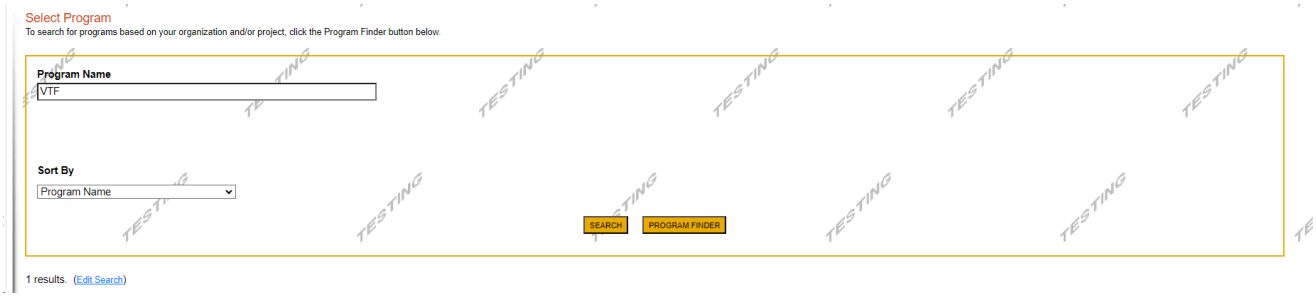
**Note: All fields with a red diamond are required and must be completed.**



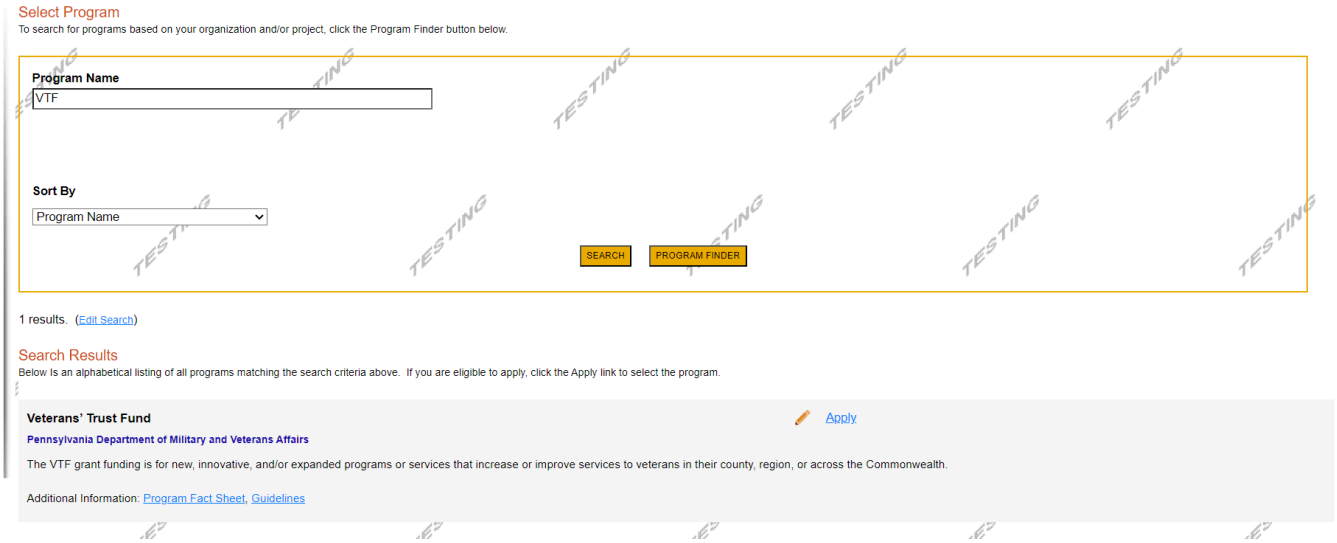
- Enter the Project Name, select No in the "Do you need help selecting your program?" dropdown, and click **"CREATE A NEW APPLICATION."**




- Enter "VTF" under the Program Name section and click "Search."



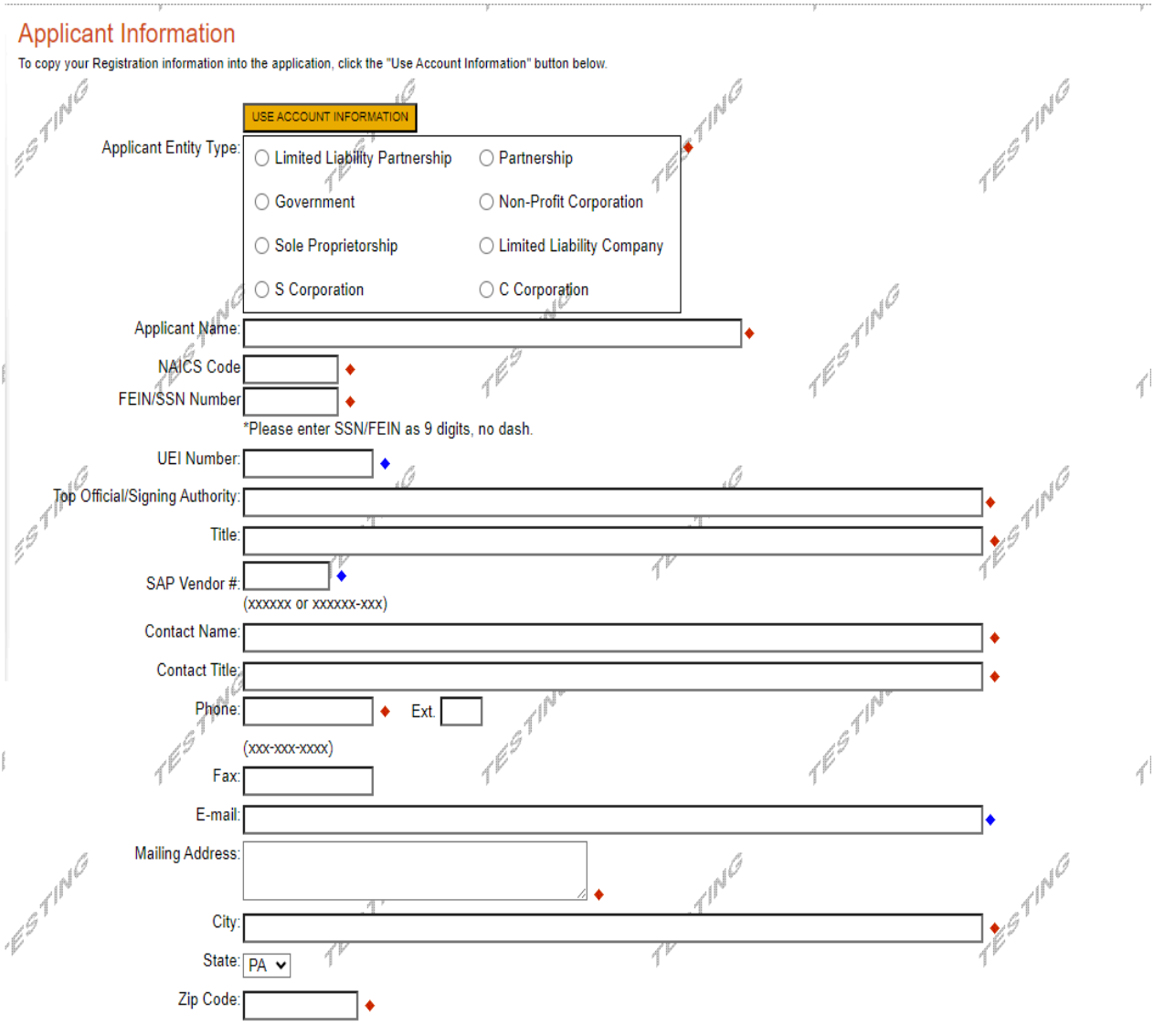

- Click on the Apply button next to ***"Veteran Trust Fund (VTF)."***




- Navigate through the eight (8) application sections using the top row of orange tabs or the **Continue** button at the bottom of each section (when applicable):
  1. **Applicant:** The applicant is the entity receiving the grant funding. Click "Use Account Information" to pre-fill the fields entered in your user setting (this will only work if you already have an account set up for other grant purposes). To enter the applicant information manually, select the appropriate

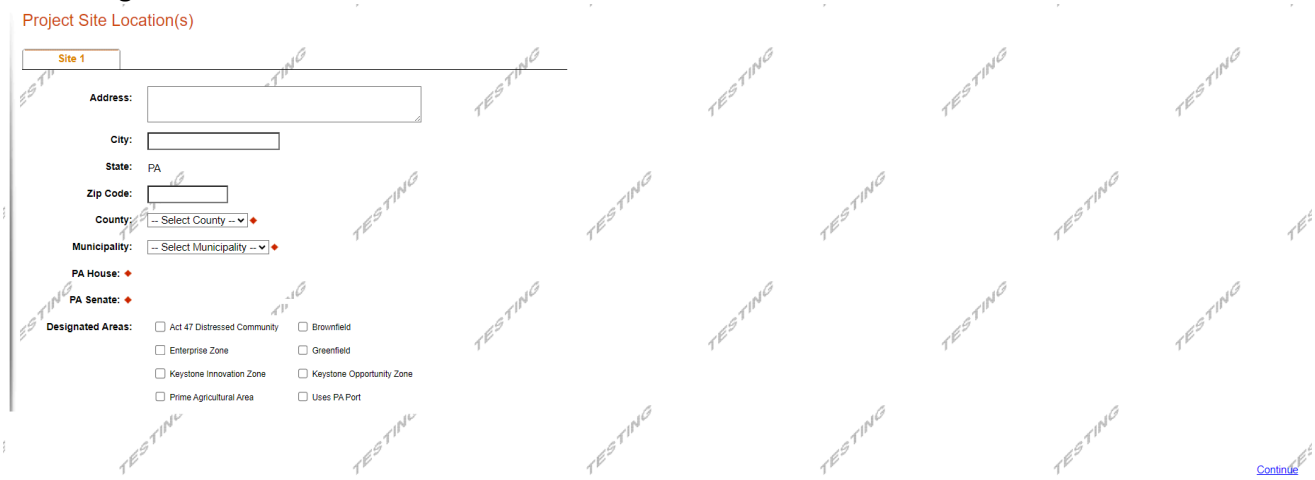
"Applicant Entity Type" and "NAICS code" fields, complete other required information, and click Continue. **The Applicant Entity Type must be selected before the NAICS drop down box appears.**
**Note:** All fields with a **red** diamond are required and must be completed.

- Enter your agency FEIN (9 digits, no dashes).
- Enter your agency head's name for "*Top Official/Signing Authority*" and "*Title.*"
- Enter the SAP Vendor number.
- For "*Contact Name*" / "*Contact Title*", "*Phone*", and "*Email*": provide a primary point of contact regarding the proposal between your agency and the VTF Program Office.
- For "*Mailing Address*", "*City*", "*State*", and "*Zip*": provide the address for grant-related correspondence.
- Enter the email address in the "E-mail" field.
- An SAP number is not required to apply; however, if awarded you need to have an SAP vendor number in order to receive funds.

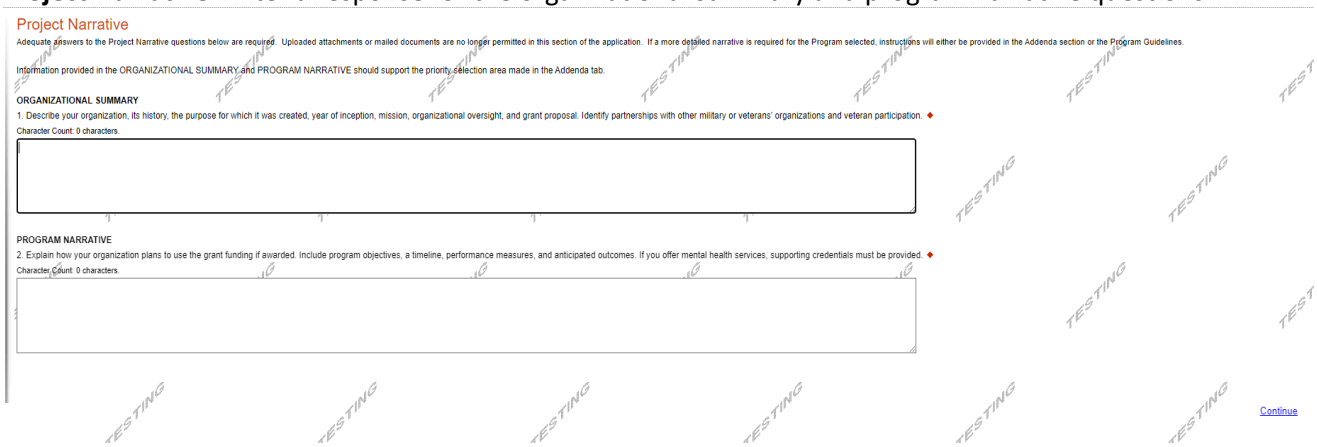


2. Select all that apply for the Enterprise Type checkbox. Click Continue.


3. **Project Site:** Enter Address, City, and Zip Code (this is optional and if completed must match the address provided on the applicant information page). **You are required to select the County and Municipality for the organization location. Click "Continue."**




4. **Project Narrative:** Enter a response for the organizational summary and program narrative questions.




**Notes:**

1. The information provided in the Organizational Summary and the Program Narrative must support the priority area selection(s) that are selected in the Addenda tab. It may be helpful to complete the Addenda tab questions first and then come back to this.

2. There is no character limit so please include all necessary details.

5. **Budget:** Identify grant expenditures by budget category and list additional funding, if applicable, for the project's total cost. Please go to Basis of Cost to enter the description under the "Budget Narrative" section.

**Notes:**

1. The administrative personnel budget category should not exceed 10 % of the grant request amount.
2. The grantee should not enter more than $40, 000 in the Veteran Trust Fund column for the "Veterans' Service Organization or Non-Profit Charitable Organization" eligibility areas.
3. Please only utilize the existing Matching Funds In-Kind column when listing additional funding sources.
4. The grantee should not enter more than $15, 000 in the Veteran Trust Fund column for the "County Directors Veterans Affairs OR PA Assoc." eligibility area.
5. Please enter the amount for at least one budget category.

Spreadsheet | Basis of Cost

Identify grant expenditures by budget category and list additional funding, if applicable, for the project's total cost. Please go to Basis of Cost to enter the description under the "Budget Narrative" section. Please only utilize the existing Matching Funds In-Kind column when listing additional funding sources

**Budget Spreadsheet**
The first column indicates the amount of funding you are requesting from DMVA. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

| Add funding source | Veterans' Trust Fund | (Optional) Matching Funds In-Kind | Total |
|---|---|---|---|
| Department of Military and Veterans' Affairs Veterans' Trust Fund - Collapse | $0.00 | $0.00 | |
| Administrative Personnel (Not to exceed 10%) Remove | $0.00 | $0.00 | $0.00 |
| Direct Service Remove | $0.00 | $0.00 | $0.00 |
| Contracted Personnel Remove | $0.00 | $0.00 | $0.00 |
| Staff Travel Remove | $0.00 | $0.00 | $0.00 |
| Staff Training Remove | $0.00 | $0.00 | $0.00 |
| Facilities Remove | $0.00 | $0.00 | $0.00 |
| Equipment Remove | $0.00 | $0.00 | $0.00 |
| Supplies Remove | $0.00 | $0.00 | $0.00 |
| Emergency Aid Remove | $0.00 | $0.00 | $0.00 |
| Marketing & Publications Remove | $0.00 | $0.00 | $0.00 |
| Contracted Services Remove | $0.00 | $0.00 | $0.00 |
| Construction Remove | $0.00 | $0.00 | $0.00 |
| Audit Remove | $0.00 | $0.00 | $0.00 |
| Other Remove | $0.00 | $0.00 | $0.00 |
| Other Remove | $0.00 | $0.00 | $0.00 |
| Total | $0.00 | $0.00 | |
| | | Budget Total: | $0.00 |

Continue

Select the Basis of Cost and enter the Budget Narrative in the "Basis of Cost" tab. Click Continue.

- Please select 1 or more items to support the Basis of Cost. If you select Bids/Quotes, please be sure to include those items as an attachment in the Addenda section.


1. **Addenda:** Answer the applicable questions in the "Overview" tab of the multi-tab Addenda. **All applicants must complete the overview tab.**
   - Select the eligibility area from the dropdown options in Question 1. Based on the selected eligibility area, refer to the respective tab (click the respective tab) for additional documentation requirements.
     - Non-profit Charitable Organization
     - Veterans' Service Organization
     - County Directors Veterans Affairs OR PA Assoc
   - Complete question 6 by downloading the file using the links and completing and uploading the document to the system.

   **Notes:**
   1. Question 3 (county of the applicant) becomes required if the user selects the "COUNTY DIRECTORS VETERANS AFFAIRS OR PA Assoc." eligibility area in Question 1.
   2. All questions with a red diamond are required and must be completed.

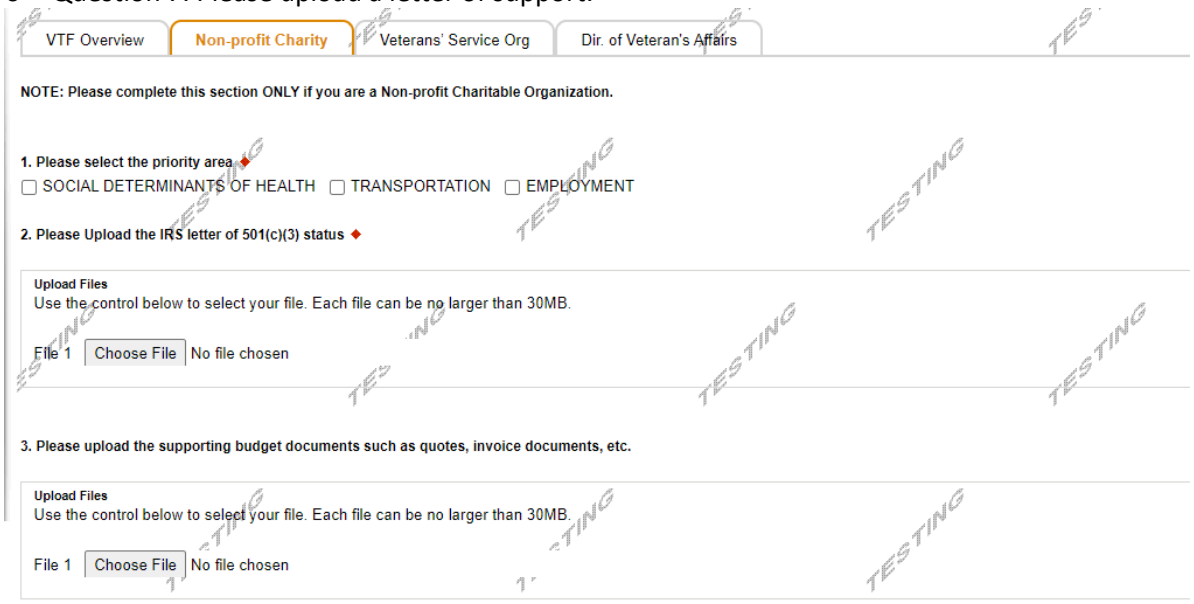

**Notes:**

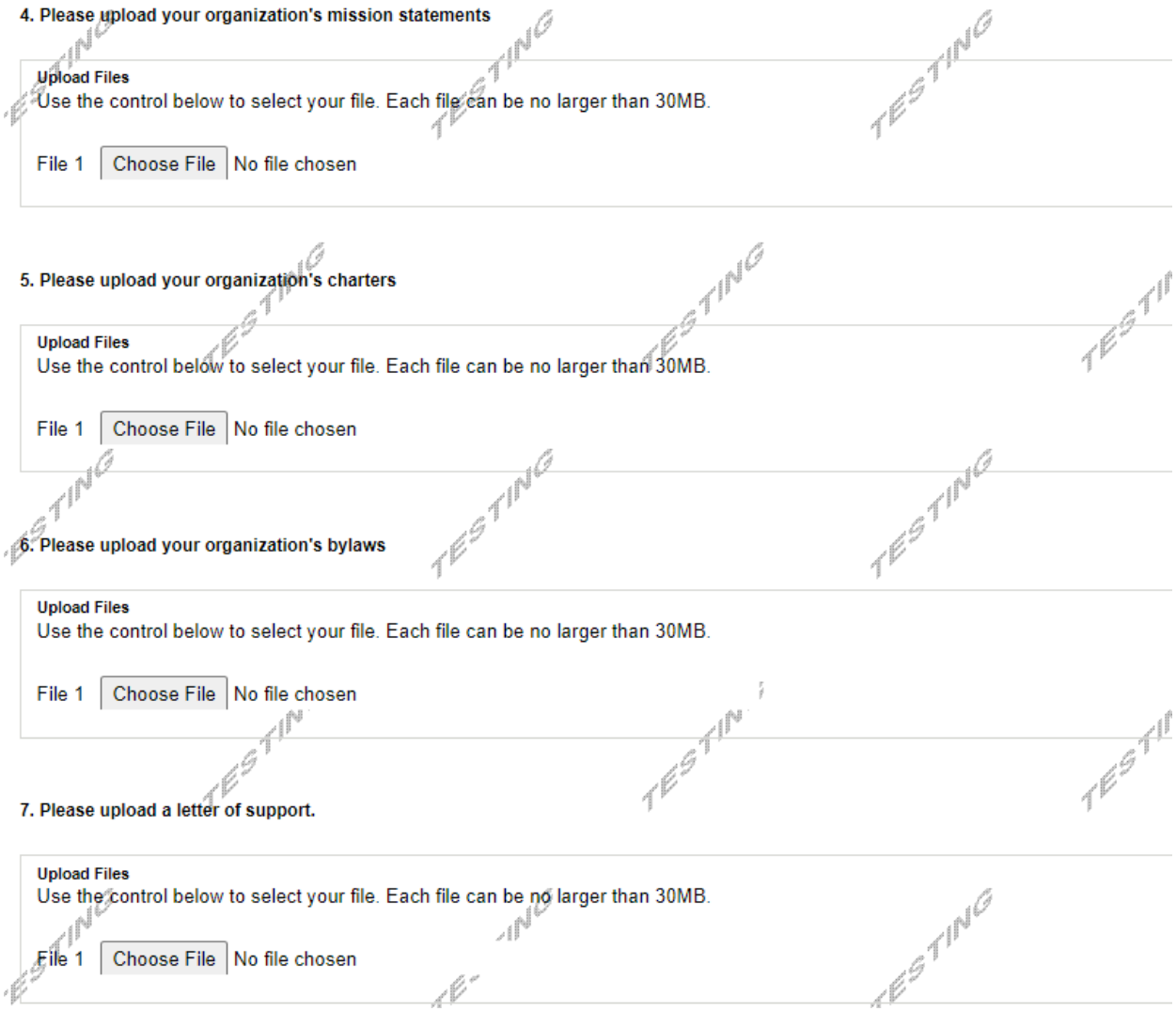
1. **Upon completion of the VTF overview tab, click on the corresponding applicant type tab and complete all required information and upload supporting documents**
   - Non-profit Charitable Organization (labeled as Non-profit Charity)
   - Veterans' Service Organization (labeled as Veterans' Service Org)
   - County Directors Veterans Affairs OR PA Assoc (labeled as Dir. Of Veteran's Affairs)
2. **All questions with a red diamond are required and must be completed.**

**Non-Profit Charitable Organization:** Questions 1 and 2 are required if the "Non-profit Charitable Organization" eligibility type is selected.

**Note: All questions with a red diamond are required and must be completed.**

- **Question1. Priority Area – more than one priority area can be selected.**
- Question 2. Please Upload the IRS letter of 501(c)(3) status.
- Question 3. Please upload the supporting budget documents such as quotes, invoice documents, etc.
- Question 4. Please upload your organization's mission statements.
- Question 5. Please upload your organization's charters.
- Question 6. Please upload your organization's bylaws.
- Question 7. Please upload a letter of support.

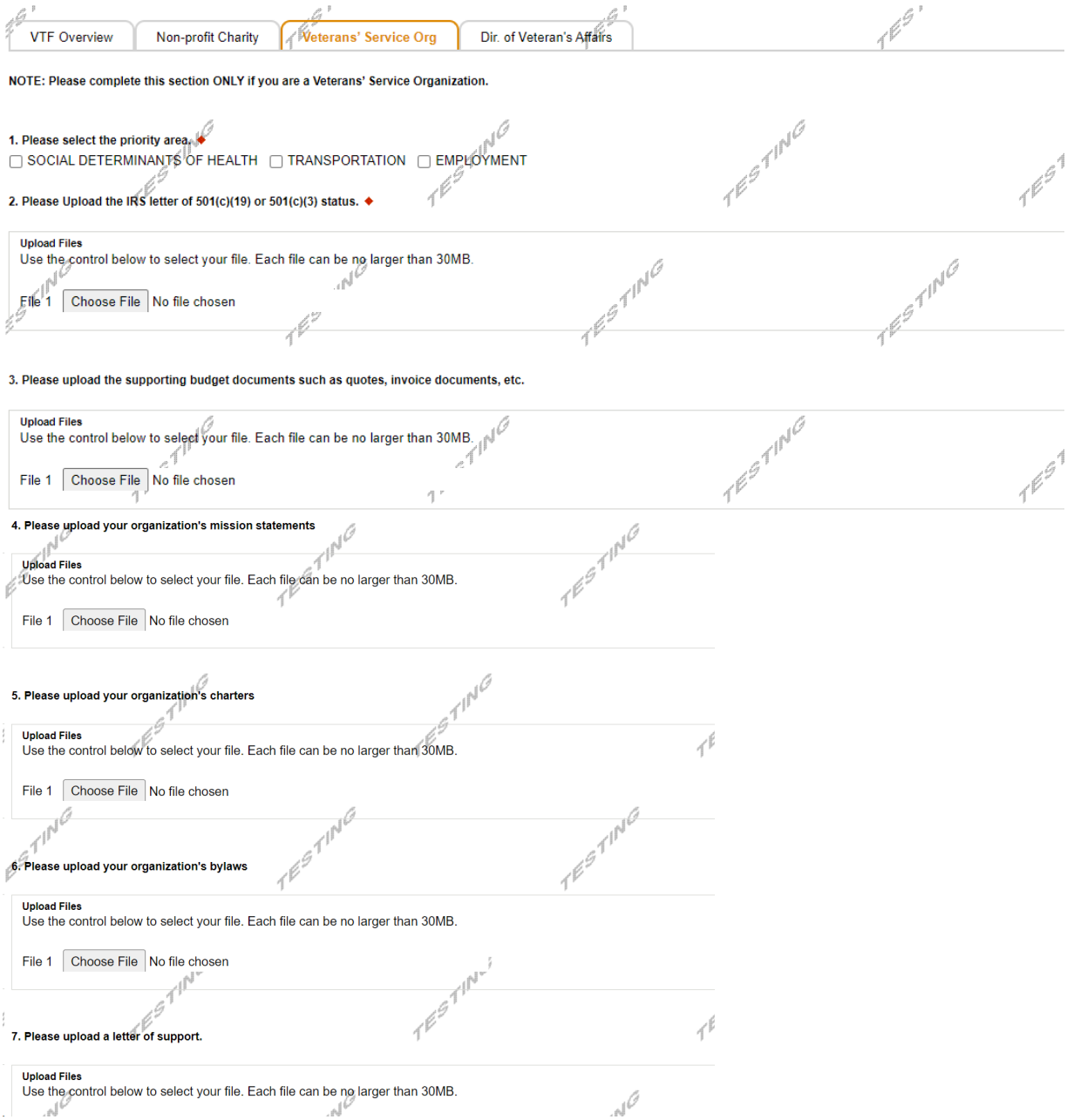





**Veterans' Service Organization:** Questions 1 and 2 are required if the "Veterans' Service Organization" eligibility type is selected.

**Note: All questions with a red diamond are required and must be completed.**

- **Question1. Priority Area – more than one priority area can be selected.**
- Question 2. Please Upload the IRS letter of 501(c)(19) or 501(c)(3) status.
- Question 3. Please upload the supporting budget documents such as quotes, invoice documents, etc.
- Question 4. Please upload your organization's mission statements.
- Question 5. Please upload your organization's charters.
- Question 6. Please upload your organization's bylaws.
- Question 7. Please upload a letter of support.

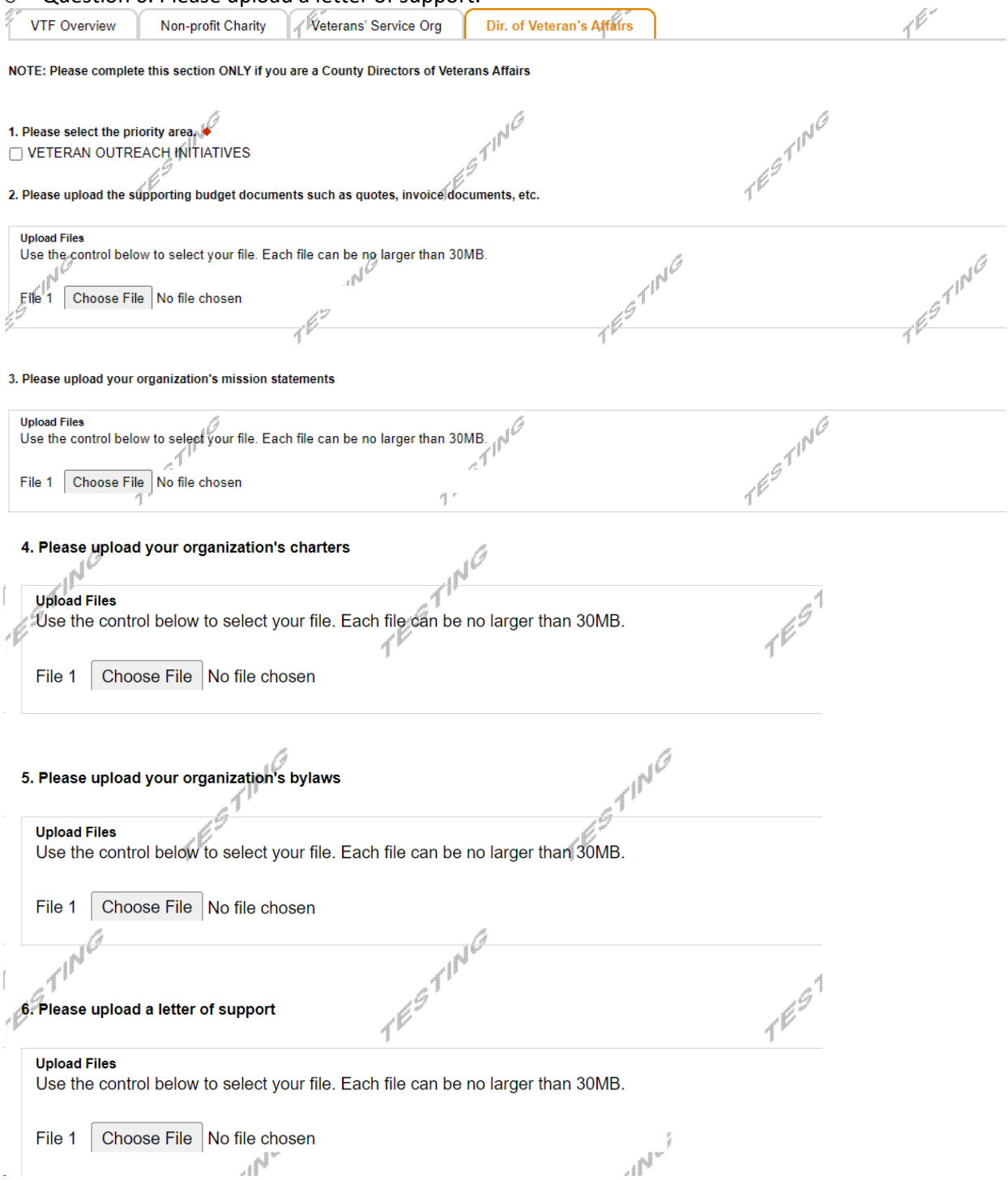



**County Directors Veterans Affairs OR PA Assoc.:** Question 1 is required if the "County Directors Veterans Affairs OR PA Assoc." eligibility type is selected.

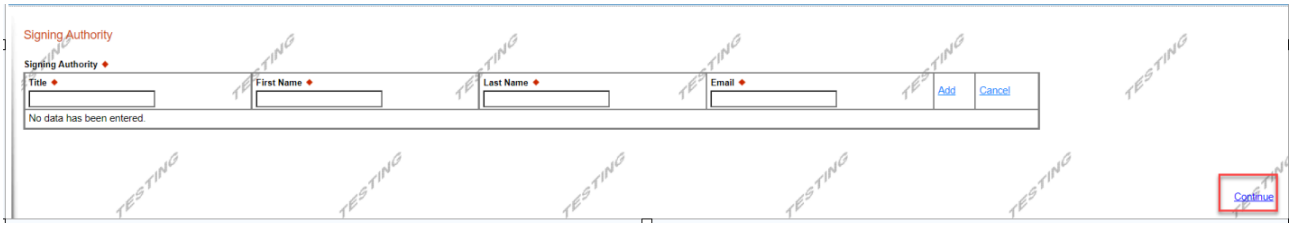
**Note: All questions with a red diamond are required and must be completed.**

- **Question1. Priority Area – more than one priority area can be selected if there are more than 1 options.**
- Question 2. Please upload the supporting budget documents such as quotes, invoice documents, etc.
- Question 3. Please upload your organization's mission statements.
- Question 4. Please upload your organization's charters.

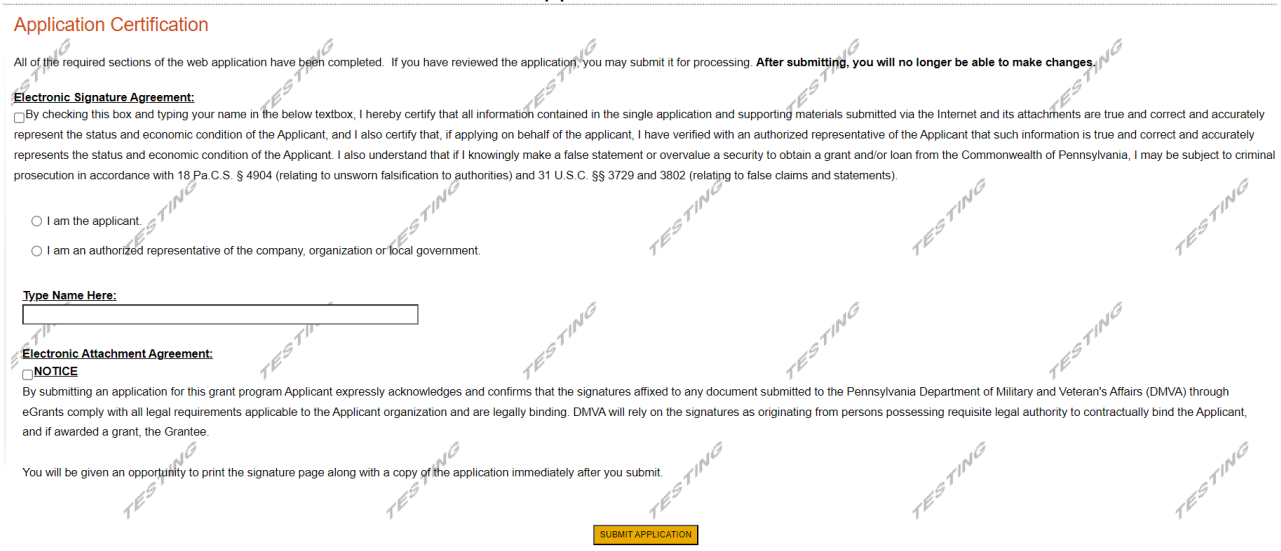
- Question 5. Please upload your organization's bylaws.
- Question 6. Please upload a letter of support.




2. **Signing Authority:** enter the authorized official user(s) information. Click Continue.




3. **Certification:** Click the Electronic Signature Agreement checkbox and select the applicable options. Click the Notice checkbox and then click "Submit Application."




**Note: After application submission, the system generates a Single Application ID # and a Web Application ID # as shown in the below screenshot. Please keep the web application id # for future reference.**

Please note that if you choose to print the entire application with signature page all applicant type tabs under Addenda will print automatically and those that do not apply can be disregarded.

**Questions** All questions regarding the program and application submission process should be directed to:

**John Noll** - DMVA
ra-mvvettrustfund@pa.gov