



## 2017-2018 Milpitas Veterans Commission Donation Program Application

### Program Description

The Milpitas Veterans Commission raise funds to help veteran or other service organizations, either based in Milpitas or surrounding cities, which culminate in a local public outcome for the benefit of veterans in Milpitas.

### Donation Goals:

- To provide local veteran and other service organizations the ability to receive a donation from the Veterans Commission to help improve the quality of life for Veterans.
- To support outreach to Veteran on services and opportunities afforded to them.
- To bring new veterans programs, activities to Milpitas and/or improve on existing Milpitas veteran services.

### Program Support:

*The Milpitas Veterans Commission Donation Program, annually awards monetary awards to help Veterans services, activities and programs. Monies available are determined on the success and support of the annual Veterans Car Show and donations.*



## 2017-2018 Milpitas Veterans Commission Donation Program Application Cycle, Deadlines and Eligibility

### **Eligibility:**

Programs must fit one or more of the three listed Donation Goals.

### **Application Deadline:**

Friday, September 15, 2017 by 5:00pm

**NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

### **Applicant Review:**

October 4, 2017

Veterans Commission Meeting

Milpitas City Hall Committee Conference Room, 455 E. Calaveras Blvd.

### **Mail or deliver your grant application to:**

Dale Flunoy

Milpitas Community Center

457 E Calaveras Blvd

Milpitas, CA 95035

### **Questions:**

Dale Flunoy, Veterans Commission Liaison

(408) 586-3228

[dflunoy@ci.milpitas.ca.gov](mailto:dflunoy@ci.milpitas.ca.gov)



## Milpitas Veterans Commission Donation Program Application Requirements

Submit one (1) Donation Application Packet with the below information included. Only one (1) copy of your Supporting Materials is required.

- Cover Sheet**
  - Complete the provided Cover Sheet.  
The Coversheet will provide the Commission with preliminary knowledge of you and your proposed project. Please mark all that apply, as you will be held to your original requests upon Donation approval.
- Project Narrative**
  - Submit an Organizational Narrative that is no more than eight pages, double-spaced, 12 pt. Font.
  - Answer the questions stated in the Project Outline portion of the Grant Application, clearly and with as much detail as space will allow on a separate piece of paper.
  - Answer each question by re-typing the question.  
Please be as detailed and specific as possible when drafting your project narrative. The Commission will need to retrieve all necessary information and have all their questions answered from your written proposal.
- Supporting Materials**
  - Three (3) forms of supporting materials must be submitted with your application on a flash drive. Materials should be:
    - Video/ Audio and/or Pictures
    - Programs, Flyers, Social Media Announcements
    - Newspaper or magazine, etc.
  - **Materials submitted will not be returned.**



# Milpitas Veterans Commission Donation Program APPLICATION *Organization Narrative*

Please answer the following questions clearly and concisely in the order provided. Please begin each answer by retyping the question.

## 1. Cover Sheet

Complete the provided Cover Sheet for your donation application

## 2. Project Outline

1. Describe your history as an Organization; mission, past projects, accomplishments, etc.
2. Describe the project/program for which funds are being requested. Your description **must** include the following:
  - Goals of the Project/Program
  - Plans for Implementation, including timeline and dates of public presentation
  - Location of Project
  - Names of staff involved, their training and experience
  - Example of a past/similar project implemented by the organization
    - If new project please describe how you and any of your personnel will achieve success
3. Describe your community outreach plans. Include:
  - Identifications of audiences, estimated numbers, demographics, etc.
  - Mechanisms to reach audiences/marketing strategies
  - Potential impact of project to benefit the Milpitas Veteran community
4. Briefly describe your ability and commitment to improve the quality of life for Milpitas veterans.
5. List your attachments/supporting materials.

## 3. Supporting Materials

1. Three pieces of supporting material on a Flash Drive including:
  - Video/ Audio and/or Pictures
  - Programs, Flyers, Social Media Announcements
  - Newspaper or magazine, etc.

**Flash Drive submitted will not be returned.**