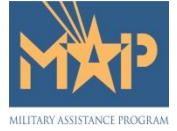




# Military Assistance Program (MAP) Postage Grant Application Procedures



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. On occasion, MAP can sponsor care-package postage expenses. There are specific guidelines for this type of funding:

1. Post must have a relationship with the Unit receiving the shipment.
2. Post must be in contact with the authorizing Unit Commander to ensure permission has been granted to receive the shipment, and that the items being shipped are wanted and needed.
3. All packages should be shipped using flat-rate boxes from the United States Postal Service. This ensures the most economical postage rate.
4. The project needs community involvement in fundraising for postage. The Post needs to show efforts were made to raise money for the shipment.
5. If fundraising efforts fall short of the Postage amount needed, a MAP Postage Grant application can be submitted for the estimated difference.
6. MAP Postage Grant application should be submitted for approval prior to shipping. There is no guarantee the application will be approved.
7. Please submit all supporting documentation with the MAP Postage Grant application. This would include verification of fundraising efforts, confirmation of the Unit Commander's authorization of the shipment and calculations for the estimated grant amount requested.
8. All receipts must be submitted within 30 days of the project, to verify the expenses. Any surplus funds must be returned to the MAP office.
9. MAP will not assist with postage cost for phone cards. The VFW National Military Services Operation Uplink program is the only authorized phone card program through the VFW National Headquarters.

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 project.

**\*\*\*MAP Grant Application 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 Postage Grant Application



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

Department: \_\_\_\_\_ District: \_\_\_\_\_

Post #: \_\_\_\_\_

Tax ID#: \_\_\_\_\_  
(REQUIRED)

Exempt under IRS code 501(c)( ) ← insert number

Post Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information:

Project Date: \_\_\_\_\_

Projected Budget Amount: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Project Description (Why, What, Where):

Describe Community Involvement:

What Fundraising For Postage Has Been Done?

Are Other Veterans Organizations Participating?

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

**What Recognition & Benefit Will the VFW Receive from this Project?:**

### Military Unit Information:

Unit Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_  
\_\_\_\_\_

Authorizing Unit Point of Contact: \_\_\_\_\_  
\_\_\_\_\_

Unit Phone or Email Contact: \_\_\_\_\_  
\_\_\_\_\_

What is the Post Connection To This Unit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Has The Commanding Officer Requested The Items Shipped or Authorized The Shipment?:**

**Is Confirmation of Authorization Attached?:**

**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 project 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: \_\_\_\_\_