

**VETERANS AFFAIRS COMMISSION
REQUEST FOR FUNDS**

Please thoroughly complete all sections and list a contact person for any questions. Attach additional pages if needed.

Name of Organization: _____

Type of Organization: _____

Address: _____

Phone: _____ Tax Exempt Number: _____

1. Amount of Request (not less than \$100.00 and not more than \$500.00) _____

2. What other sources of funding does the organization have? Please attach detailed financial statements. _____

3. Purpose of request (state exactly why and how funds are to be used, and the community & veteran benefit anticipated). Has the VAC ever provided previous funds to the event? If so, how much and when? _____

4. How would this funding complement the goals and missions of the Veterans Affairs Commission? Please add a detailed budget and expense data for the project to be funded. _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Date of Event: _____

Copy of separate written request attached? Yes No

Does the organization receive other funds? Yes No

If yes, by whom? _____

Is the City co-sponsoring the event? Yes No

Comments by the City Attorney's Office: _____

Comments by the OMA Director: _____

Signature: _____ Date: _____

Veterans Affairs Commission Support to Veterans Events Criteria

The Veterans Affairs Commission (VAC) receives limited funding annually to provide outreach activities and support local veteran organizations.

The Commission has established a \$500.00 maximum amount that can be requested and awarded one time per organization per fiscal year.

All requests should be submitted in writing to the VAC Chair and mailed to ATTN: Sandra Bagwell at P.O. Box 839966 San Antonio, TX 78283-3966.

Please fill out the application and include responses to the following criteria that have been developed for all monetary requests:

1. The organization needs to be a governmental agency or a not-for-profit;
2. Address the inability to pay for the event/activity, to include financial statements;
3. Address how the event will benefit the community and the veterans of San Antonio;
4. Indicate how the event supports the goals and mission statement of the Veterans Affairs Commission; and
5. List a contact person with a phone number in case of questions or additional information is needed.
6. The request should be submitted 90 to 120 days prior to the date of the event. Requests received less than 60 days prior will be returned without action.

Thank you for your request. The Commission will review your request and respond in writing within 60 to 90 days from the receipt of the completed application.