

Veterans Service Officer Grant Program – FY 2026-27

Instructions for Completing the VSO Grant Application

DEADLINE: February 27, 2026, by 2 p.m.

Important things to remember:

- All sections and fields of the application must be complete.
- Type responses; do not hand write.
- The applying organization may attach additional detailed documents, but these do not relieve the organization from the requirement to complete *all* sections of the application form.
Note: additional documents must be sent as attachments, not as links.
- A signed application and all attachments must be submitted digitally to RA-MVDMVAGrants@pa.gov.
- Grant applications *must* be received by the deadline to be considered. Applications received after the deadline may be administratively rejected.
- Organizations should review the VSO Grant Request For Applications when completing this application.

Required components of the application:

[Section A: Organizational Information](#)

- Complete all required sections. Type directly into the application form.

[Section B: Applicant for Grant](#)

- Complete all required sections. Type directly into the application form.
- Note:* The figure entered for the [amount requested](#) in Section B should match the figure entered for [Total Grant Request](#) in Section C. This figure will populate automatically.

[Section C: Spending Plan and Program Budget](#)

- Use the charts in this section to include a spending plan and program budget that show how the organization will spend the grant as provided by law.
 - Parts A1 and A2 are for Personnel costs.
 - Part B1 is for Training costs.
 - Part C1 is for Equipment costs.
 - Part D1 is for Audit costs.
- Include only anticipated costs.
 - For example, if the Veteran Service Officer the Organization employs does not require health benefits, do not include that cost in the spending plan.
- Include only eligible expenditures that can be paid with VSO grant funding in Parts A1/A2, B1, C1, and D1.
- Grant funds shall be used only to support accredited VSO(s) and the associated costs, which are limited by law to:
 - wages, benefits, other compensation and related personnel costs,
 - training provided by accredited veterans' service advocacy staff, and
 - equipment to be used by accredited veterans' service officer staff.See the Request For Applications or program guidelines for more information.
- Type directly into the application forms. Attach additional pages *only* if necessary.

Section D: Attachments

Attachment 1: Program Narrative

- Explain how the organization will use the requested grant funds allocated to accomplish the program goals and project priorities as outlined on page 6 of the FY 2026-27 Request for Applications.

Attachment 2: Past Performance

- Provide a written description about how your organization has accomplished VSO program functions in the past based on the VSO program goals and project priorities.

Attachment 3: IRS FORM W-9

- Complete and submit IRS Form W-9 as an attachment.
- This form can be found at <http://www.irs.gov/>.

Applications must be submitted digitally to: RA-MVDMVAGrants@pa.gov.

Applications must be received before the deadline: February 27, 2026, at 2 p.m.

Applications that are incomplete, submitted in the wrong format, or received after the deadline may be administratively rejected.

Veterans Service Officer Grant Program – FY 2026-27
VSO Grant Application

Section A. Organizational Information

Directions: Complete all sections. Type answers into text fields.

Organization Name: _____

Organization Commander/President: _____

Commander's Email: _____

Organization Adjutant (or Executive Director): _____

Adjutant/Executive Director's Email: _____

Organization Finance Officer/Point of Contact: _____

Finance Officer/POC's Email: _____

Organization Address: _____

Organization Phone: _____

Organization Email: _____

Pennsylvania State Veterans Commission Member (Click One): Yes No

Organization Employer Identification Number (EIN): _____

Organization SAP Vendor Number: _____

Section B. Application for Grant

Directions: Complete all sections. Type answers into text fields.

On behalf of _____, I hereby apply for a grant in the amount of \$_____ pursuant to 51 Pa. C.S. § 9304 (related to grants to veterans service officer programs) as amended. It is understood that the Pennsylvania Department of Military and Veterans Affairs (DMVA) will review this grant application and determine the amount of the grant funds to be disbursed. Once the grant funds are approved, _____ and DMVA will execute a grant agreement (contract). No grant funds will be paid or expended until after the beginning of the grant activity period (as described in the Grant Agreement). The grant is used solely for purposes authorized by law as more fully described in the FY 2026-27 Spending Plan and Program Budget, which is included as part of this application. I hereby certify that the information submitted with this application is true and correct to the best of my knowledge, information, and belief. I further certify, on behalf of _____, any grants awarded to the organization are used for the purposes described in this application and approved by DMVA. I further certify that I am authorized to sign this application on behalf of the applicant.

Signature: _____

Date: _____

Name: _____

Title: _____

As the finance officer/point of contact, I certify that I have reviewed this grant application and the spending plan. Furthermore, I understand the financial reporting that is required of _____.

Signature: _____

Date: _____

Name: _____

Title: _____

Part A2 Directions: List all NON-SALARY RELATED PERSONNEL expenditures from the VSO grant for the grant period (July 1, 2026 – June 30, 2027). This can include non-training travel costs, like meals, tolls, mileage reimbursement, etc. This (plus the expenditures in Part A1) should account for *at least* 80% of the requested grant funding. Type directly into the tables below.

Note: Do not include training or equipment costs; those will be recorded in Part B1 and Part C1, respectively.

NON-SALARY RELATED PERSONNEL COSTS DURING GRANT ACTIVITY PERIOD (July 1, 2026 – June 30, 2027)				
Non-Salary Personnel Item	Purpose	Cost per Item	# of Items	TOTAL COST

Directions: Insert the total from Part A1 and total from Part A2 in the table below. Add together to get the total requested Personnel Compensation (Total Part A).

COMPENSATION CATEGORY	TOTAL COST
Part A1: Salary & Benefits	
Part A2: Non-Salary Personnel Costs	
Total Part A Personnel Compensation Costs	

Part D1 Directions: List the estimated cost of the required post-grant AUDIT for the VSO grant. List the name and/or firm of the Certified Public Accountant(s) who will complete the audit. Type directly into the table below.

AUDIT COSTS		
DURING GRANT ACTIVITY PERIOD (July 1, 2026 – June 30, 2027)		
Audit Cost	CPA Name and/or Firm	TOTAL COST

Part E Directions: List the subtotals for Part A1/A2, Part B1, Part C1, and Part D1 on their respective lines in the chart below. Add these subtotals together and list their sum on the Total Grant Request line. The Total Grant Request listed here and the grant request listed in Section B, Application for Grant, must be the same.

Total planned *grant-funded* expenditures for grant activity period beginning July 1, 2026, and ending June 30, 2027:

Total Requested PERSONNEL COMPENSATION Costs (Parts A1 + A2):	\$ _____
Total Requested TRAINING Costs (Part B1):	\$ _____
Total Requested EQUIPMENT Costs (Part C1):	\$ _____
Total Requested AUDIT Costs (Part D1):	\$ _____
TOTAL GRANT REQUEST:	\$ _____

Part E Directions: Describe the overall program budget for the organization’s VSO program using the Income and Expenses charts below. Type directly into the tables below.

INCOME DURING GRANT PERIOD (July 1, 2026 – June 30, 2027)	
Source of Funding	Estimated Funding
VSO Grant Program (Requested Funding)	
State Organization	
National Headquarters	
Other:	
Other:	
Other:	
Other:	
Other:	
TOTAL EXPECTED INCOME:	

EXPENSES DURING GRANT PERIOD (July 1, 2026 – June 30, 2027)	
Expenditure Category	Estimated Expense
VSO Grant Eligible Expenses	
Salary & Benefits	
Non-Salary Personnel Costs	
Training	
Equipment	
Audit	
Other Expenses	
Other Personnel	
Other Training	
Other Equipment	
Supplies	
Rent & Utilities	
Other:	
Other:	
Other:	
Other:	
TOTAL EXPECTED EXPENSES:	

Point of contact who can provide information regarding the spending plan and program budget:

Name:

Phone Number:

Email:

Section D. Required Attachments

Attachment 1: Program Narrative

Directions: Provide written responses to the following prompts.

- Number and respond to each prompt separately in the order they appear below.
- The narrative section may *not* be more than 30 pages.
- The narrative must be double-spaced and use Times New Roman font, size 12, with one-inch margins.

Required Prompts

- I. Describe your organization's strategic plan for the grant activity period. Detail your operational plans for each quarter and explain how each quarter's plans inform the following quarter.
- II. Describe your organization's plan for managing the grant. Include clear explanations of the processes and parties (by name and position) that will be involved to ensure fidelity with the program and grant agreement. Your response should include all of the following:
 - Provide a detailed explanation for how expenditures will be tracked, managed, and reported.
 - Explain how VSO operational data, including outreach activities and state/federal referrals, will be tracked, managed, and reported.
 - Explain how monthly, quarterly, and final reports will be prepared and reviewed before submission.
 - Include clear explanations of the processes and parties (by name and position) that will be involved to ensure fidelity with the grant agreement.
- III. Per 51 Pa. C.S. § 9304, funding from this grant program is intended to enhance VSO programs. Acknowledging that VSO grant funding is not intended to be the sole source of funding for a program, describe your organization's additional means of support for your VSO program, including how much it is, how it is sourced, and what costs it covers. Then, describe how the VSO grant funding will supplement your VSO program costs. Next, outline your organization's plan to adjust your budget if the grant award is less than your requested amount. Finally, explain your organization's contingency plan if funding is delayed.
- IV. The grant tasks grantees with several goals. Using SMART goals, describe how your organization plans to achieve each goal. You may need to develop more than one SMART goal to meet this objective. (SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound.)
 - Track the number of initial veteran interactions (i.e., first time communicating with the veteran) for 100% of grant-funded VSOs.
 - Increase the number of total interactions with veterans by 2.5%.
 - Increase the number of submitted service-connected disability compensation and/or benefits claims by 2.5%.
 - Increase the number of veterans receiving service-connected disability compensation benefits and/or pension benefits by 2.5%.
 - Increase the number of Pennsylvania veterans and family members enrolled in the USDVA health care via VA Form 10-10EZ and CHAMPVA by 25% or 150.
 - Increase referrals to state veterans programs by an aggregate 10%. These programs include the Amputee and Paralyzed Veteran's Pension (APVP), Blind Veterans Pension (BVP), Educational Gratuity (EG), Veterans Temporary Assistance (VTA), and Disabled

Veteran's Real Estate Tax Exemption (RETX).

- Track the number of grant-funded VSO staff to complete at least one training conducted by an accredited veterans advocacy staff focused on one of the following areas: behavioral health, justice-involved/incarcerated veterans, housing/transportation, employment/education/economic wellness, or transition assistance/Reserve component affairs.
- V. Describe all planned relevant training, beyond continuing education requirements (e.g., state veterans program training), that your organization will require its VSOs to obtain or maintain. Your description should include the topic the training will cover (e.g., behavioral health, justice-involved/incarcerated veterans, housing/transportation, employment/education/economic wellness, or transition assistance/Reserve component affairs); why this training was chosen; who will provide the training; when the training will occur (e.g., month or quarter); where the training will occur (e.g., virtual, in-person, hybrid); and how the training supports the VSO grant goals.
- VI. Describe your organization's internal controls to prevent fraud, waste, abuse, conflicts of interest, and the appearance of impropriety related to funding provided through this grant.

Attachment 2: Past Performance

Directions: Provide a written description of your organization's past performance based on the following areas:

- I. Describe the barriers the organization faced in the past grant year. Explain how you addressed them, what was learned, and how you plan to overcome similar challenges in the upcoming grant year.
- II. Describe the successes your organization had in the past grant year. Explain how you achieved these successes, the lessons that were learned, and how they will inform your organization's approach in the upcoming grant year.

Note: Numerical data your organization reported on its monthly reports will be provided for the Review Committee for consideration in relation to goal completion.

Attachment 3: IRS Form W-9

Directions: Complete, attach, and submit IRS Form W-9, available at <https://www.irs.gov>.