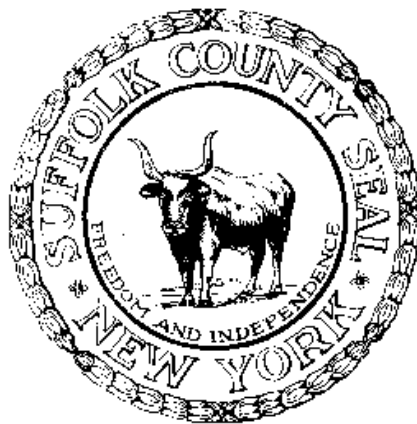


SUFFOLK COUNTY
Veterans Service Agency Marathon Grant Program

INSTRUCTIONS

Developed by the
Veterans Service Agency

To provide funds to organizations working to enhance services to veterans and active military members
who reside in Suffolk County



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

Thomas Ronayne
Director of Veteran Services

SUFFOLK COUNTY
Veterans Service Agency
100 Veterans Memorial Highway, 3rd Floor
PO Box 6100
Hauppauge NY11788
PHONE - 631-853-8387

The Suffolk Veterans Marathon Grant Advisory Committee is tasked with evaluating and recommending recipients for the disbursement of funds to be received by the County from the Suffolk County Marathon and Half Marathon Veterans Event.

Veterans Service Agency Marathon Grant Program Advisory Board

Director of Veterans Service Agency:

Director Tom Ronayne, Chair

County Executive Designee:

Ryan McGarry

Presiding Officer of the Suffolk County Legislature's Designee:

Christopher Bodkin

Minority of the Suffolk Legislature:

Legislator Kevin McCaffrey or Designee

Representative from the Suffolk County American Legion:

County Commander William A. Farley or Designee

Representative from the Suffolk County VFW Council:

Council Commander Richard Tibbetts or Designee

Representative from the Suffolk County American Legion Ladies Auxiliary:

President Evelyn Gerlette or Designee

Representative from Suffolk County AMVETS:

Past NYS Commander Frank DeMarco or Designee

Chairperson of the Veterans Service Committee of the Suffolk County Legislature:

Legislator Steve Stern

Three Gold Star Family Members (County Executive appointments):

Ms. Michelle McNaughton

Mr. Daniel Murphy

Mr. Timothy Scherer

Three elected public officials who are veterans of the armed forces (County Executive appointments):

NYS Senator Thomas Croci

Babylon Town Councilwoman Jacqueline Gordon

Islip Town Councilman John Cochrane

Round 1

VETERANS MARATHON GRANT

APPLICATION PROCESS

If you have questions about the application or the eligibility of a project, the Suffolk County Veterans Service Agency can address those questions. Please contact **Tom Ronayne** at 631-853-8381 or Thomas.ronayne@suffolkcountyny.gov.

Applications must be submitted by a certified 501(c)(3) or 501(c)(19) community organization that is registered and in good standing with the Suffolk County Veterans' Services Agency unless otherwise exempt from the requirements of Suffolk County Local Law 5-2011.

Fifteen copies of the completed application and required attachments must be received by 4:30pm on Friday, January 29th by the Suffolk County Department of Veterans Services in order to be considered for Veteran Marathon Funds. The panel will review the applications, and recommend funding to the County Executive and the Suffolk County Legislature. The panel's recommendations will be determined on a merit based scoring system as outlined in this application.

If funding is approved, the Veterans Service Agency within the County Executive's office will administer a contract between Suffolk County and nonprofit organization.

APPLICATION GUIDELINES

Applications will only be accepted in original format. Please do not modify.

1. **The grant proposal must be to offer a new or expanded service to either/and/or veterans, active military, and/or their families. These services must address a growing need within those demographics and the grant application must demonstrate the demand for the proposed service.**
2. **The grant request should be a minimum of \$2,500 and should not exceed 50% of total available funds [\$80,000].**
3. **Who should apply?** All 501(c)(3) or 501(c)(19) organizations that offer services for veterans/active military and military families are eligible to apply.
4. **Who contracts with the County for the funding?** The 501(c)(3) or 501(c)(19) organization.
5. **What types of services are eligible?** The panel will review applications for full or partial funding of the following services:
 - PTSD Treatment Services
 - Suicide Prevention
 - Combating Veteran Homelessness
 - Support Group Services
 - Food Programs
 - Assistance with agency's
 - Legal Counsel
 - Job Training
 - Emergency Shelter or Financial Relief
 - Counseling Services
 - Any other service that you as an organization can identify and support a need for.

The panel will *not* consider applications for capital improvement projects unless there is a direct benefit to local veterans (i.e. retrofitting a home to accommodate the needs of a disabled veteran).

6. **Eligible Project Jurisdiction** – ALL services in the proposed grant must be provided to residents in Suffolk County.
7. **Timeline:**
 - Within 2 months of award notice: the organization must submit all documentation required to enter into a contract.
 - All contracts will have a one-year term of agreement. At its sole discretion, the County may approve a one-year extension in extenuating circumstances.

APPLICATION INSTRUCTIONS

All applications must be typed onto the form provided. Make sure you **complete all questions on pages 1 through 5 including Budget Information**. There is no correct or incorrect answer to each question. Answers will assist the panel in determining which projects to recommend for funding with the resources appropriated. Most of the questions are self-explanatory. The following instructions may help in completing the application:

APPLICANT INFORMATION

1. Enter legal name of applicant.
2. Enter address of applicant organization.
3. Enter the name of a contact person and their position in the applicant organization.
- 4-7. Enter phone number, fax, email address, email, and website if applicable of the applicant.
8. Enter the applicant's IRS Nonprofit Tax Exemption Number or provide other documentation proving 501(c)(3) or 501(c)(19) status.
9. Enter County Legislative District where the project will be located including district number and name of Legislator. Legislative Districts can be found here: <http://gis2.suffolkcountyny.gov/LegislativeDistricts/>.

In the event the project or service offered encompasses multiple districts, please indicate all that apply. A response of "County-wide" will suffice for any project or service that will be available and accessible to veterans throughout the entire County.
10. Outline the proposed services that you will provide with the grant funding. Please attach all necessary documents to increase our understanding of the program including data to project how many residents you hope to provide services.
11. Provide data and statistics to demonstrate the growing need for the type of services that you are requesting grant funding for.
12. Submit a timeline that outlines when the entire period of the services to be provided including when you can expect to hit certain benchmarks.
13. Provide the total amount requested.
14. Provide any additional funding sources you may have for these services and programs.
15. Please submit a breakdown of the budget. The total amount should equal number 12.

PROJECT POINT RATING SYSTEM

This point system is used by the Marathon Veterans Grant Advisory Committee in its evaluation of each application. This system assists in the panel's effort to recommend funding for projects that will contribute to expanding needed services to veterans and/or active military and/or their families residing in Suffolk County.

Criteria	Point Value
Proposed Program	0-40 Points
Demand for the Program	0-30 Points
Timeline	0-15 Points
Budget	0-15 Points
TOTAL	100 POINTS

END OF APPLICATION INSTRUCTIONS