

**Veterans Affairs Voluntary Service (VAVS) / Tennessee State Veterans Home Grant
Request Guide as of June 30th 2025.**

1. VA Facilities. To volunteer in a Veterans Affairs Facility an AMVETS member must be a Veterans Affairs Voluntary Service (VAVS) Representative. The VAVS Representative is certified by the AMVETS National Certifying Official, upon the appointment by the Department Commander, and must meet all Veteran Affairs requirements to operate inside the VA facility.
2. Tennessee State Veterans Homes. To volunteer in a Tennessee State Veterans Home an AMVETS post coordinates with the recreation director or the home director to have an event at the home. The post must follow all rules / instructions of the facility.
3. The AMVETS Department of Tennessee Service Foundation, INC has grants available for VAVS and Tennessee State Veterans Homes.
4. The process for requesting Service Foundations are as follows:
 - a. The VAVS Rep or Post will forward the Grant Request to the Department of Tennessee by mail or email to amvetstn.execdirector@gmail.com. The request must include Facility, Program (reason for grant), and amount.
 - b. Department headquarters must approve. Once approved the department will request the grant on the standard TNSSF Grant Request Form and forward to the TNSSF Secretary /Treasurer.
 - c. Grants will be limited to \$625 per request, maximum of 2 request per facility, per fiscal year.
 - d. The TNSSF Secretary /Treasurer will process the request and send to the requestor, inform the department; If funds are unavailable the TNSSF will inform the requestor and the department.
 - e. A project report must be sent to the department after each project is completed in order to receive another grant from the TNSSF.
 - f. Department Headquarters will maintain a file of all requests, reports, and replies.

ANNEX 1. Grant Request

ANNEX 2. Grant Report

**ANNEX 1 AMVETS DEPARTMENT OF TENNESSEE INC.
VETERANS ADMINISTRATION VOLUNTEER SERVICE (VAVS) and TENNESSEE
STATE VETERANS HOMES GRANT REQUEST MEMORANDUM**

TO: AMVETS Department of Tennessee

I, _____ VAVS Representative, Deputy VAVS
Representative or Post Commander do hereby request a grant for the specified amount
and program listed below. Please forward to me at the address shown on this form.

FACILITY: _____

PROGRAM: _____

AMOUNT: _____

Additional Comments from the person requesting the Grant, if any:

Signed: _____

DATE: _____

Send Grant to: Dept of Tennessee PO Box 349 Benton, TN 37307 or email to
amvetstn.execdirector@gmail.com

**ANNEX 2 VETERANS ADMINISTRATION VOLUNTEER SERVICE (VAVS) and
TENNESSEE STATE VETERANS HOMES GRANT REPORT**

TO: AMVETS Department of Tennessee

TN Post Number: _____

Location, VA / State Home: _____.

Project / Event: _____.

Date of Project / Event: _____.

Description of Project / Event:

Total Cost of Project / Event: _____

VAVS Representative or Post Officer Completing Report: _____

Signature: _____ Date: _____

Send report to: Dept of Tennessee PO Box 349 Benton, TN 37307 or email to
amvetstn.execdirector@gmail.com

This report must be filled with the Department Headquarters to be eligible for another grant. Repots must be filed no later than 30 days after the event