

# KEYSTONE WARRIORS FOUNDATION

## GRANT APPLICATION GUIDELINES

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This document lays out the content and formatting requirements when writing a Grant Application to the Keystone Warriors Foundation for:

### INDIVIDUALS

The Keystone Warriors Foundation ("Foundation") is a Pennsylvania-based public charity that issues grants to U.S. military personnel ("Warriors") and their immediate families<sup>1</sup> where the Warrior was severely injured, killed or missing in action, provided that the Warrior's injury, death or missing in action status occurred on or after September 11, 2001 and the Warrior is a resident of, or has significant ties to or connections with, the Commonwealth of Pennsylvania. Warriors seeking assistance from the Foundation can do so by submitting a Grant Application to the Foundation pursuant to the Grant Application Guidelines set forth in this document.

Following submission, Grant Applications will be reviewed and considered by the Foundation's Grant Committee and the Foundation's Board of Directors ("Board"). The applicant shall upon request of the Foundation submit such additional information as may be reasonably requested by the Foundation. The Board will make the final determination on issuing a grant based on the content of the Application and the demonstrated need and circumstances. Unfortunately, submission of a Grant Application does not guarantee that a Grant will be awarded.

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1. Keystone Warriors Foundation defines "immediate family" as the Wounded Warrior's spouse, partner, children, parents, and siblings.

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## Elements of a Grant Application

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All Grant Applications to the Foundation must contain the following elements. Unless indicated otherwise in these guidelines, Grant Applications that fail to contain any of these elements are not complete and will not be considered for funding.

1. Application Cover Sheet (See Appendix "A")
2. Application
3. Grant Request
4. Resume
5. DD214
6. Medical Documentation of Injury
7. Additional Supporting Documents
8. Verification (See Appendix "B")

Elements should appear in a single document in the order indicated above. (Specific content and formatting requirements for each element are detailed below.

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## Formatting

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Grant Applications shall conform to the following requirements:

Double spaced, 12 point, Times New Roman font

1" margins

The Grant Request narrative can be no more than 10 pages in length.

All applicable attachments must be submitted with the Grant Application; Grant Applications cannot be supplemented.

Grant Applications that fail to conform to the formatting requirements outlined in this document will be deemed defective by the Board and will not be considered.

Due to the volume of Grant Applications received by the Foundation, Grant Applications will not be returned to the applicant. Do not send original documents.

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## Application Cover Sheet

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The Application Cover Sheet must be completed in its entirety. Please see Appendix "A".

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## Grant Application

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The Grant Application must be divided into sections that answer the following questions.

- 1. What was the Warrior's military experience?** Please describe the Warrior's military career, including, but not limited to what branch of service he/she was enlisted in; the year of enlistment; number of deployments; theatres of service; scope of duties; year of discharge; nature of discharge; and ending rank.
- 2. Is the Warrior a resident of Pennsylvania? If not, what is the Warrior's tie to or connection with Pennsylvania?** The Foundation supports Warriors who are residents of, or who have significant ties to or connections with the Commonwealth of Pennsylvania. What is the nature of the Warrior's relationship with Pennsylvania? How long was this relationship with Pennsylvania?
- 3. What is the nature of the Warrior's injury? How did it occur? When did it occur?** Please provide a narrative of the nature of the Warrior's injury, how it occurred and when it occurred, in addition to how this injury has impacted the life of the Warrior and/or his/her family.
- 4. Why are you applying for the Grant?** Please provide a narrative as to: your relationship to the Warrior; why you need the Grant; how the Warrior's injury is related to the Grant.
- 5. How will the Grant be used?** If a Grant is awarded, how will the funds be used?
- 6. How much of a Grant do you require?** Please provide the amount of a Grant you would like to receive? How was this amount calculated? Why do you need a Grant of this amount?

**7.** What other sources of support do you have in hand or have applied for?

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**Resume**

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- Applicant should provide resume or biography of Warrior.
  - If the Grant is for benefit of a Warrior's immediate family member, that family member's resume or biography should be included.
  - Resume(s) should include education, employment history, and important honors and other awards.
  - 1-3 pages per resume or biography is generally sufficient.
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**DD214**

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Supplementary material to the Grant Application may be included in one or more appendices. The following information should be included as an appendix, if applicable.

- A copy of Warrior's DD214.
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**Medical Documentation**

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If Warrior was/is severely injured, please provide documentation from doctor providing care describing the scope of the injury.

## Additional Supporting Documentation

If Grant Applications are for need or schooling, please provide the following supporting documentation:

- If for need:
    - Proof of debt/expense (i.e. payment demand letters, invoices, etc.)
  - If for educational purposes:
    - Copy of most recent school transcripts;
    - Copy of the most recent tuition invoice from school and proof of payment; and
    - A letter from the school indicating that the student is currently in "good standing" and was in good standing during the most recent school term.
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## Verification

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Please sign and notarize the Verification (Appendix "B") attached to your Grant Application.

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## How to Submit a Completed Grant Application

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Grant Applications should be sent via certified mail to:

Keystone Warriors Foundation  
P.O. Box 176  
Macungie, PA 18062

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## Confidentiality

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Given the sensitive information which is being provided to the Foundation in relation to your Grant Application, all documents and materials submitted to the Foundation shall be treated in a confidential manner; provided however, the Foundation may disclose such information to its Committee and Board members, authorized representatives (by way of example, attorney and accountants), the Internal Revenue Service, Foundation grantors and funders, and otherwise as necessary in the ordinary course of the Foundation's operations. By submitting a Grant Application, the applicant consents to the foregoing disclosures.

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Appendix "A"

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KEYSTONE WARRIORS FOUNDATION

ADDRESS  
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ADDRESS

APPLICATION COVER SHEET.

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

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Amount of Grant Request: \_\_\_\_\_

Number of Pages in Application: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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Appendix "B"

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Verification

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The undersigned, having prepared and read the attached, hereby verifies that the preceding Grant Application is true and correct to the best of my knowledge, information and belief.

This Verification is made subject to the penalties of 18 Pa.C.S.A. Section 4904 relating to unworn falsifications to authorities.

Name: \_\_\_\_\_  
Date: \_\_\_\_\_