



**FY 2025 Maryland Veterans Service Animal Grant Program**

**Notice of Funding Availability Application Guidance Kit**

**Online Submission Deadline: October 4, 2024 by 3 PM**

**Funded through:**

**Maryland Department of Veterans & Military Families**

16 Francis Street  
Annapolis, Maryland 21401  
[veterans.maryland.gov](http://veterans.maryland.gov)  
(410) 260-3838

Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Anthony C. Woods, Secretary

**ELIGIBILITY**

Funding through this solicitation is available to eligible service/support animal and equine therapy organizations to develop, implement, and support programs for eligible veterans in Maryland.

**IMPORTANT LINKS**[FY25 Grant Application](#)[FY25 Grant Application Budget](#)**(Also see DVMF Website for links)****Purpose**

Thank you for applying for the **FY25 Maryland Veterans Service Animal Grant Program** from the **Maryland Department of Veterans & Military Families (DVMF)**. The primary purpose of this program is to develop, implement, and support suicide prevention strategies in Maryland through the training and placement of service and support animals with veterans and equine therapy for veterans.

If you need application assistance, please contact:

Toni Gianforti

Grant Specialist, Maryland Veterans Service Animal Grant Program

[Toni.gianforti@maryland.gov](mailto:Toni.gianforti@maryland.gov)

**The Maryland Department of Veterans & Military Families (DVMF)** - previously named the Department of Veterans Affairs - is a name change that reflects more comprehensively the Department's **mission of assisting veterans, active duty service members, their families and dependents, in securing benefits earned through military service.**

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## I. Eligibility Criteria

Organizations may submit an application under the FY 2025 Maryland Veterans Service Animal Grant Program if they:

- Are Maryland-based;
- Hold tax-exempt status by the IRS as a (501)(c)(3) nonprofit charitable organization;
- Are a program that trains service or support dogs for use by eligible veterans;  
OR,
- Are a stable licensed in Maryland that (1) is also a Member Center of the Professional Association of Therapeutic Horsemanship International (PATH, Intl.)  
**OR** (2) has Equine Assisted Growth and Learning Association (EAGALA) certified professionals who provide services to veterans.

Each organization may submit only **one** application.

Applicants are required to use a data-driven, evidence-based approach and clearly describe how the funds will be used. Applicants must include strategies to address veteran mental health and well-being and explain how outcomes data and follow-up activities will be used to measure success.

## II. Program Description

### A. Requiring Agency

Maryland Department of Veterans & Military Families (DVMF)

### B. Opportunity Title

FY 2025 Maryland Veterans Service Animal Grant Program

### C. Submission Date

October 4, 2024 by 3:00 PM

### D. Award Date

October 25, 2024

### E. Anticipated Period of Performance

January 1, 2025 - December 31, 2025

### F. Funding Opportunity Description

The Maryland Department of Veterans & Military Families anticipates the availability of \$211,930 for the FY 2025 Maryland Veterans Service Animal Grant Program. The minimum amount an applicant should request is \$10,000 and the maximum amount is \$23,500. The grant award period will be for one year.

**Please note: Applications that do not meet the minimum range or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

The Maryland Veteran Service Animal Program refers eligible veterans who inquire about service or support animals or equine therapy to nonprofit organizations who provide these services. The program provides additional funding mechanisms to assist organizations who train service or support animals for veterans and who provide equine therapy to veterans. The overriding program purpose of this funding opportunity is to assist in the reduction of the Maryland veteran suicide rate. See: <https://mgaleg.maryland.gov/2023RS/bills/sb/sb0910T.pdf>

At the discretion of the Governor of the State of Maryland, funding is provided to the Maryland Veteran Service Animal Program and Fund to award discretionary grants to organizations who train service and support animals for veterans and who provide equine therapy to veterans. Successful applicants must detail within their application how the grant will increase opportunities for veterans to receive professionally trained service or support animals or receive equine therapy, as well as improve mental health, overall well-being and reduce risk of suicide in veterans.

Interested 501(c)(3) organizations should address at least one of the four following NOFA priorities in their application for funding:

- Provide service and support animals or equine therapy to veterans with disabilities in geographic regions where limited opportunities are available for this population;
- Provide in-person training to staff, volunteers, and community partners on (1) military cultural competency, (2) suicide prevention, and (3) veteran mental health and well-being;

- Include veteran suicide prevention and mental health subject matter experts in program planning; and
- Establish staff certification opportunities to increase qualified personnel in their organization to train service and support animals or provide equine therapy opportunities for veterans.

### III. Program Requirements

The following core elements must be addressed within the Program application narrative:

**1. Partnerships** – All participants will work in partnership with the Maryland Department of Veterans & Military Families (DVMF). A successful application should also include evidence of one or more current or proposed working partnerships with one or more of the following:

- Local community organizations. An example of a local community partnership could be programmatic planning/events/activities with a local library, church or community center, veteran service centers, etc.
- Government/Nonprofit/Local Community Leaders. Local, state, federal and/or neighborhood leaders, health care providers, etc.
- Research entities. Either from within the US Department of Veterans Affairs, the healthcare industry or through an academic institution, will help applicants identify trends, develop targeted strategies, and measure the effectiveness of their program.

**Note: Applicants will be asked to provide with their application evidence of established partnerships or, if not yet established, evidence of intent to do so under the priorities/objectives of this NOFA. Signed letters on partners' letterhead, clearly stating the nature of their relationship to the applicant, will satisfy this requirement.**

**2. Statement of Need/Purpose of Request**

Describe the extent of the problem in your community or service area with regard to veteran and military families' mental health issues and well-being (e.g., incidence/prevalence of post-traumatic stress, military sexual trauma, combat-related trauma, traumatic brain injury, and physical disability). Address current gaps in service that exist and how your program will help narrow or close that gap with NOFA funds. Provide back-up data - perhaps in consultation with one or more of your partners - to support your Statement of Need.

### 3. **Objectives/Activities**

Applicants should identify how they will accomplish at least one of the bulleted priorities noted in Section II. Program Description, F. Funding Opportunity Description. Using the bullets below as examples, applicants' objectives should state how they would:

- Enable veterans to receive professionally trained service canines, or equine therapy sessions, to effectively and sustainably reduce risk of suicide, improve mental health and overall well-being;
- Establish a research/evaluation component to be integrated into program operations, if one does not already exist;
- Foster effective and consistent collaborations with the DVMF, external organizations, and the communities they serve, in order to increase awareness of the applicant's program, as well as to reduce risk of suicide and improve mental health and overall well-being for veterans and/or their families,

After identifying objectives, **briefly describe the activities to be performed to achieve the objectives**. If an applicant's submitted budget requests funding for a portion of staff salary/fringe, the applicant must identify the specific activities - linked to an objective - that are to be performed by such staff member(s).

### 4. **Anticipated Metrics**

In order to ensure accountability for an award issued under this NOFA, the DVMF requires that grantees report on metrics (numbers). Those metrics are noted below. In the application, applicants should state the number they hope to achieve in each category, where applicable:

- Number of veterans served;
- Number of animals placed with veterans during the reporting period OR
- Number of equine therapy sessions held with veterans;
- Number of outreach and education activities targeted at local government, other nonprofit organizations, civic groups, etc. to increase community knowledge regarding suicide prevention and military cultural competency;
- Number of staff who have obtained PATH certifications at an already accredited PATH Member Center, or number of staff who have obtained EAGALA certifications;
- New grantee staff providing direct service to veterans must complete the following training modules offered on the Psych/Armor website. To access the courses below, click on <https://learn.psycharmor.org/collections>

The Basics of Military Culture

Fifteen Things Veterans Want You To Know  
Women Veterans Series  
VA S.A.V.E.

#### 4. Outcomes

The DVMF wants to know if an applicant's objectives and activities demonstrably improve the quality of life for veterans served through a grant award by improving veteran health/mental health, overall well-being, and reducing their risk of suicide. In this section, identify tools you will use to evaluate your program participants' pre- and post-status in terms of your program's impact (e.g., records, surveys, interviews, pre- and post-tests, follow-up contacts, community feedback, etc.).

DVMF suggests applicants use either the PHQ-9 (Patient Depression Questionnaire) [Patient Health Questionnaire-9 \(PHQ-9\) - Mental Health Screening - National HIV Curriculum](#), or the Interpersonal Support Evaluation List (ISEL 12) [Interpersonal Support Evaluation List \(ISEL-12\) | Coordinated Assistance Network](#) as evaluation tools.

In the event you are partnering with another organization to gather and assess outcomes for the grant, please provide the entity conducting the evaluation and their scope of work.

#### 5. Deliverables

- Online grant submission: October 4, 2024 By 3:00 PM.
- Interim Grant Report: July 17, 2025 By 3:00 PM.
- Final Report: January 31, 2026 By 3:00 PM

### IV. Reporting Requirements

Grantees must develop a plan for training service and support animals or providing equine therapy in a manner consistent with evidence-based best practices. This plan must articulate how the applicant plans to meet the requirements above. The DVMF requires programs and projects to focus on delivering services that show their effectiveness via program outputs (metrics) and program outcomes (how participation in your program has resulted in client betterment),

All grants awarded under this funding opportunity will be required to report on the mandatory performance measures noted in **III. Program Requirements, 3. Anticipated Metrics.**

Post-award recipients must submit the above metrics and a brief narrative report:

- In the Interim Grant Report (due July 17, 2025), include metrics from January 1, 2025 - June 30, 2025 (six months); and



- At the time of the final grant report (January 31, 2026)\*

\*The final report must include program metrics achieved throughout the **full** grant period and must be submitted to DVMF by January 31, 2026.

## V. Application Process

Applicants are required to apply for grant funding through the Maryland Department of Veterans and Military Families Service Animal Grant Program Fund Google Form Application.

If you need assistance with completing the program-specific information required in the online application, please contact:

Toni Gianforti  
Grant Specialist  
[Toni.gianforti@maryland.gov](mailto:Toni.gianforti@maryland.gov)

## V. Training/Technical Assistance (TA)

To help applicants prepare and submit applications that reflect the DVMF's established guidelines and procedures, application instructions are provided. Applicants are encouraged to review these instructions prior to completing the online application.

The DVMF will conduct a Technical Assistance (TA) Conference call to provide further application and budget preparation assistance and to answer questions. **Attendance on the TA Call is a requirement in order to submit an application.** The FY 2025 Maryland Veteran Service Animal Grant Program NOFA technical assistance call will be held **Wednesday, September 4, 2024, 9:00-10:30am.**

**Call in number: (US) + 1 786-618-3078**

**PIN: 879073191**

**Meeting Link: [meet.google.com/dec-ohwv-ecd](https://meet.google.com/dec-ohwv-ecd)**

### **Important Dates**

- Application and Budget Technical Assistance Conference Call: Wednesday, September 4, 2024, 9:00-10:30 AM
- Online Application Deadline: October 4, 2024 By 3:00 PM
- Award Notices/Denial Notices e-mailed: October 25, 2024
- Award Documents Due: November 8, 2024
- Program Start Date: January 1, 2025
- Interim Grant Report Due: July 17, 2025
- Program End Date: December 31, 2025
- Final Report Due: January 31, 2026

## VI. Application Evaluation

The DVMF will assess the merits of each application based on applicants' responses in each of the following areas, with an emphasis on Metrics, Outcome Evaluation and Budget Narrative.

- Statement of Need/Purpose of Request
- Objectives and Activities
- Anticipated Metrics (participants to be served)
- Outcome Evaluation Measurement Tool/Questionnaire
- Estimated Expenses and Budget Narrative (justification per line item)
- Timeline (**if planning a new program**)

The FY25 Maryland Veteran Service Animal Grant Program is a competitive application process. The DVMF will conduct an internal staff and external review of each application submitted in accordance with this NOFA.

## VII. Funding Specifications

### A. Distribution of Awards

- The initial grant award payments will be half of each individual total grant award. The Initial grant payments will be made not later than December 16, 2024. The second disbursement for all grant awards will be the balance remaining on each grant award. The second and final payment will be disbursed after submission of the Interim Grant Report, due by July 17, 2025.

The Maryland Department of Veterans and Military Families reserves the right to make additional budget reductions and adjustments at its discretion.

### B. Allowable Costs

- Salary and Fringe Costs: A minimum of **40%** of the total budget request must be used to support direct service/program delivery to veterans. Staff salary and fringe can be included in an applicant's budget if:

(1) Staff positions provide direct service to veterans,

and/or

(2) Staff positions engage in community outreach/education/referral activities that increase awareness of veteran issues in the community, refer eligible veterans to the program, and raise the bar on a community's military cultural competency.

- Staff Development/Training Costs: Cost of classes for staff to attend PATH or EAGALA certification training (including travel/hotel costs); costs related to retaining subject matter experts to train staff in military and cultural competency; costs to obtain software licenses and monthly software fees directly related to program service delivery.
- Equipment Related to Development/Training: Projectors, pop-up displays, etc.
- Supplies Related to Development/Training: Binders, file folders, printer paper, toner, etc.
- Travel Related to Program Delivery: Round-trip estimates should be based on departure from the grantee's primary service delivery location to the secondary point of service delivery location and back. The current Maryland reimbursement rate is \$.67/mile, but will change January 2025. In creating your budget, grantees should use \$.67/mile.
- Equine Training: Cost to train equines for carriage driving, or to train new equines to provide mounted/unmounted therapeutic service to veterans.
- Equipment Related to Equine/Canine Services: leashes, bridles, saddles, driving carts, canine crates, etc.
- Supplies Related to Equine/Canine Care: Hay, feed, farrier services, grooming supplies, kennel costs, veterinary services, etc.

### C. Unallowable Costs

The following services, activities, and costs are not be eligible for funding and should not be included in the application budget:

- Rent
- Printing costs
- Utilities
- Food/beverage
- Trinkets
- Fundraising
- Lobbying
- Research
- Audit or consulting costs

## VIII. Other Reporting Requirements

Prospective grantees will be required to provide, and update as necessary, their financial/fiscal status with the General Accounting Division(GAD)/Comptroller of Maryland. See: <https://www.marylandtaxes.gov/divisions/gad.php>

### A. Match

There is no match required for this funding source. **DO NOT ENTER A MATCH INTO YOUR BUDGET.** If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

**B. Transparency and Accountability**

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

**C. Payments**

Grantees will receive payments from the Maryland Comptroller's Office (with confirmation by paper check).

## IX. Application Instructions

### Section 1: FY25 Maryland Veterans Service Animal Program Grant

At the discretion of the Governor of the State of Maryland, funding is provided to the Maryland Veterans Service Animal Program and Fund to organizations who train service and/or support animals for veterans and who provide equine therapy to veterans. Applicants must detail within their application how the grant will increase opportunities for veterans to receive professionally trained service or support animals or receive equine therapy, we well as improve mental health, overall well-being and reduce suicide risk in veterans.

### Section 2: Eligibility Criteria

1. In order to apply, your organization must be 501(c)(3) tax-exempt and meet the minimum standards as described in Title 35, Subtitle 6 of the Maryland Veterans Service Animal Program
2. The minimum grant request is \$10,00; the maximum request is \$17,000.
3. Indicate in which of the following geographic region(s) your organization will serve veterans through this grant:
  - Central: Baltimore City and Anne Arundel, Baltimore, Howard and Harford counties
  - Western: Alleghany, Carroll, Frederick, Garrett, and Washington counties
  - Southern: Calvert, Charles, Montgomery, Prince George's and St. Mary' counties
  - Eastern: Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester counties.
4. Your organization must provide training for service or support dogs, or provide equine therapy for veterans.
5. If your organization provides equine therapy, your organization must be a Member Center of the Professional Association of Therapeutic Horsemanship International (PATH, Intl.) or be EAGALA Certified.

### Section 3: Organization Information

1. Full organization name
2. Organizational Mission
3. Organization's IRS EIN (Employer Identification Number)
4. Full organization address
5. Organization Contact Name and Contact Title
6. Organization Contact Phone Number
7. Organization Contact Email Address.

### Section 4: Grant Program Information

1. Indicate if the grant award will address one or more of the indicated priorities as detailed (see **II. Program Description, F. Funding Opportunity Description**).
2. Provide a title for your grant (if a grant is awarded to your organization, this will assist DVMF in publicizing your award).

3. Specify the amount of your grant request (must be a minimum of \$10,000 and a maximum of \$23,500).
4. Provide the **start date** and **end date** of your program/project.
5. Compliance with Maryland's Commercial NonDiscrimination Policy.
6. Additional Recipients of Service under the Grant

### **Section 5: Program Narrative**

1. Statement of Need/Purpose of Request
2. Program Objectives and Program Activities
3. Program TimeLine (**only if this is a new program for your organization**)
4. Anticipated Metrics (Outputs) as noted below:
  - Number of veterans served;
  - Number of canines placed with veterans during the reporting period OR
  - Number of equine therapy sessions held with veterans;
  - Number of outreach and education activities targeted at local government, other nonprofit organizations, civic groups, etc. to increase community knowledge regarding suicide prevention and military cultural competency;
  - Number of staff who have obtained PATH certifications at an already accredited PATH Member Center, or number of staff who have obtained EAGALA certifications;
  - Completion of training modules on PsychArmor for new staff..
5. How often program participants will take part in grant activities (daily, weekly, monthly, or other).

### **Section 6: Partnerships (Refer to III. Program Requirements, 1. to address this section).**

### **Section 7: Anticipated Outcomes (Grant Results)**

- Outcome measurement tool(s)
- Describe what outcomes (changed conditions for veterans) you hope to achieve
- State any additional information not already requested in the application

### **Section 8: Organization Budget and Budget Justification (Refer to VII. Funding Specifications, B. Allowable Costs). Do not include unallowable costs (Refer to VII. Funding Specification, C. Unallowable Costs). Please fill out and upload the Google Budget Sheet.**

The following activities/expenses are allowable costs that can be included in the grant budget:

- Salary and Fringe Costs: A minimum of **40%** of the total budget request must be used to support direct service/program delivery to veterans. Staff salary and fringe can be included in an applicant's budget if:

(1) Staff positions provide direct service to veterans,

**and/or**

(2) Staff positions engage in community outreach/education/referral activities that increase awareness of veteran issues in the community, refer eligible veterans to the program, and raise the bar on a community's military cultural competency.

- **Staff Development/Training Costs:** Cost of classes for staff to attend PATH or EAGALA certification training (including travel/hotel costs); costs related to retaining subject matter experts to train staff in military and cultural competency; costs to obtain software licenses and monthly software fees directly related to program service delivery.
- **Equipment Related to Development/Training:** Projectors, pop-up displays, etc.
- **Supplies Related to Development/Training:** Binders, file folders, printer paper, toner, etc.
- **Travel Related to Program Delivery:** Round-trip estimates should be based on departure from the grantee's primary service delivery location to the secondary point of service delivery location and back. The current Maryland reimbursement rate is \$.67/mile, but will change this January. In creating your budget, grantees should use \$.67/mile.
- **Equine Training:** Cost to train equines for carriage driving, or to train new equines to provide mounted/unmounted therapeutic service to veterans.
- **Equipment Related to Equine/Canine Services:** leashes, bridles, saddles, driving carts, canine crates, etc.
- **Supplies Related to Equine/Canine Care:** Hay, feed, farrier services, grooming supplies, kennel costs, veterinary services,

**Section 9: Supporting Documentation - Upload all documentation.**

- Two professional letters from organizations who are partners specific to the grant application, on the reference organization letterhead with contact information for the reference, including their name, title, phone number and email address.
- A copy of the applicant's current IRS determination letter - **dated within the past 5 years** - indicating 501(c)(3) tax-exempt status.
- A copy of the organization's most recent IRS form 990 or 990-EZ.
- The applicant's current organizational operating budget.
- Proof of professional accreditation as a PATH Member Center or EAGALA certification.

**Applications that are incomplete or incorrect will result in the application not being considered for funding.**

