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DEPARTMENT OF VETERANS' SERVICES
VETERAN SERVICE ORGANIZATION
HOME DEPOT GIFT CARD ELIGIBILITY FORM

**SUBMISSIONS WILL BE ACCEPTED BETWEEN WEDNESDAY, SEPTEMBER 16, 2020
(12:00 AM) THROUGH WEDNESDAY, OCTOBER 28, 2020 (11:59 PM)**

CONTACT INFORMATION

Date of Application: _____

Name of Organization: _____

Street Address of Organization: _____

Borough: _____ **Zip Code:** _____

Point of Contact Name(s): _____

Organizational Title: _____

Email Address: _____

Phone Number: _____ **Post Social Media:** _____

What VSO post needs do you hope to use this gift card for?

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge and that I understand the initiative eligibility guidelines outlined below.

If this eligibility form leads to receipt of a Home Depot gift card, I understand that false or misleading information in my submission to determine eligibility may result in requiring repayment or return of the gift card.

Signature: _____ **Date:** _____

SUBMISSION INSTRUCTIONS

Please complete and submit this form to VSOSupport@veterans.nyc.gov

If you are unable to submit this form electronically, you may send it by U.S. mail to:

NYC Department of Veterans' Services

Attn: Ellen Greeley

1 Centre Street, Suite 2208

New York, NY 10007

Mailed submissions must contain a U.S. Post mark stamped within the date range indicated. Please send an email message to the above address informing us that you are sending your form by U.S. postal mail.

BACKGROUND & PURPOSE

The New York City Department of Veterans' Services (DVS) is aware of the challenges facing local Veteran Service Organizations (VSOs) due to the impacts of COVID-19. DVS has partnered with the Home Depot Foundation to administer the distribution of \$100 gift cards to NYC Veteran Service Organizations to help cover some expenses related to supplies that may be required for safe social distancing, facility upkeep, or general operations. A total of 100 gift cards will be made available for eligible VSOs through this initiative.

ELIGIBILITY

Through a partnership with the Home Depot Foundation, DVS will provide Home Depot gift cards in the amount of \$100 on a one-time basis for each eligible New York City VSO located within the five boroughs of New York City. For those VSOs that share a location, please submit only **ONE** eligibility form.

For the exclusive purposes of this initiative, VSOs are defined as veteran service organizations that fall under **ONE** of the following U.S. IRS tax code designations: 501(c)(19)-veterans' organization, 501(c)(3) - non-profit organization, 501(c)(4) - social welfare organizations, 501(c)(7) - social clubs, 501(c)(8) - fraternal beneficiary societies, 501(c)(10) - domestic fraternal societies 501(c)(2) - title holding corporations

Veteran Service Organizations deemed eligible for a Veteran Service Organization Microgrant Initiative through the NYC Department of Veterans' Services and the Mayor's Fund to Advance New York City partnership are ineligible to receive Home Depot gift cards.

ADMINISTRATION

Gift cards will be awarded to eligible organizations on a first-come, first-served basis in the chronological order in which a completed application was received, and while the gift card supply remains available. Upon receipt of the gift card, one point of contact from your VSO will be required to sign an acknowledgement form.

DVS reserves the right to extend or close the application period as necessary and without notice. Any changes to the deadline will be posted on www.nyc.gov/veterans. Applications received before or after the application period indicated in this packet will be deemed ineligible for consideration of a gift card. All official applications must be received within the time period indicated.

Previous or current affiliation with DVS through any type of outreach, initiative, or partnership will not result in special preference or automatic eligibility for a gift card.

If you have questions, please email us at VSOSupport@veterans.nyc.gov, or call (212) 416-5250.