



VETERANS FOR PEACE
Howard Zinn Fund for Peace and Justice
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HOWARD ZINN FUND PROJECT GUIDELINES

In keeping with the VFP mission, the Howard Zinn Fund for Peace and Justice was founded to support grass-roots projects that make demonstrated changes for greater peace and justice. The main **objectives** of the Zinn Fund are to:

- Support local VFP members in the development of their strategic planning skills for setting achievable and documented objectives and for developing activities which actually achieve these objectives.
- Support local projects that can serve as models for other VFP members in promoting peace and justice, and that can be used to promote the VFP mission.
- Continually evaluate the process and activities of the Zinn Fund to realize greater success in achieving our primary goal.

The Zinn Fund provides **support** to local VFP chapters to start or significantly develop ongoing local programs that result in documented changes for peace and justice. In general, the Zinn Fund does not support existing projects, does not support chapters that have already received a Zinn Fund grant within the past two years, and does not support activities that only raise awareness about issues without seeking to make changes for peace and justice. To avoid conflict of interest, proposed projects that directly involve members of the VFP Board, staff, national committees, and Advisory Board members will not be considered for Zinn Fund awards. Proposals are submitted by chapter project committees, and must be approved by chapter members.

In the first quarter of each year, a **Request for Proposals** is announced to VFP networks, and interested chapters are asked to submit an application to support a project that will result in documented changes for peace and justice. Priority is given to projects that can serve as models of strategic planning for other VFP members, that can be used to publically promote the VFP mission, and that address national VFP priorities.

Two types of awards are made, depending on available funds:

- Several **Independent Awards** of up to \$500 to support focused local projects which further the VFP mission.
- One **Partnership Award** of up to \$5,000 to support the development of an ongoing chapter program that will produce significant results for the long-term mission of VFP. This involves a collaborative process between the chapter team and the Zinn Fund Committee over several months to develop the project and the final proposal. The collaboration continues during the grant period as the project is implemented and project reports are prepared. These projects are used to demonstrate VFP activities and to promote support for the VFP mission.

All applicants are required to provide **matching funds** of 10% of the total amount requested from the Zinn Fund. (For example, if a grant request is for \$5,000 in Zinn funds, the applicant must raise or contribute an additional \$500 towards the project, for a total project budget of \$5,500. In-kind costs are not accepted as matching funds (for example, volunteer time). The Zinn Fund does not support operational costs, such as project staff, volunteer costs, rental of facilities, equipment, furnishings, and utilities.)

Grant recipients are required to submit annual **progress reports** to the Zinn committee on their project. A **final report** must be submitted to the Zinn committee within two months of the completion of the project, and any unused grant money must be returned to the Howard Zinn Fund at this time.

The Zinn Fund Committee uses the following **criteria** to evaluate proposed projects, as we compare each proposal with the others submitted during the particular review period:

Project GOAL (What actual changes for peace and justice will be produced by the project?)

- The specific changes for peace and justice that will be produced by project are clearly explained, including how the changes will impact in building a popular base for the VFP mission. (The applicant does not simply assume that peace and justice will somehow result from their activities.)
- How this project will produce these changes for peace and justice is clearly explained, including any multiplier effects. (The applicant is concrete and avoids vague statements and general references to a particular cause or issue.)
- The specific evidence to be used to document how much the changes have actually been produced is clearly explained, including to evaluate what activities work well or not. (The documentation to be used focuses on the outcomes produced by the activities, rather than on just the activities themselves.)

Project PLAN (How will the project actually produce these changes for peace and justice?)

- The chapter and community project team members are clearly indicated, including the essential skills and experience that will be used to effectively plan, develop, and implement the activities in order to achieve the desired changes for peace and justice.
- The specific audiences to be impacted by the project are clearly indicated, and the ways will they be impacted to produce the desired changes are clearly explained. (The applicant is clear about who will be changed and how they will be changed.)
- The specific activities to be used to make the desired impacts on these audiences are clearly indicated, how the chapter and community partners will build and mobilize the larger community to produce the desired changes is clearly explained, and the schedule for implementing and evaluating the project activities is reasonable and practical. (The applicant is clear about how an ongoing and lasting community base for peace and justice will be built.)

Project BUDGET (What are the project costs and how will they be covered?)

- The expected itemized and total costs of the project are clearly indicated.
- The funding sources to cover these costs are clearly indicated, including means to cover the required 10% matching funds.
- How will the project will be self-sustaining beyond the Zinn Fund grant period is clearly explained.

Zinn Fund awards will be made on the basis of which projects are most likely to produce proven changes for peace and justice, and the demonstrated ability of the applicants to achieve these results.

The Howard Zinn Fund Committee is happy to discuss the above Guidelines and any questions you have about the application process. Please feel free to contact us at:

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