



National Service Foundation

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TO: Department Commanders and Adjutants

FROM: Andrew Marshall, President

DATE: March 25, 2024

SUBJECT: Columbia Trust Grant Application Process Instructions

As you may know, the Columbia Trust exists within the DAV National Service Foundation to support DAV service programs through a restricted fund. The Columbia Trust provides grants that directly allow for service delivery and program support at the state and local levels. Chapter and department leaders are encouraged to identify unmet needs and develop unique and creative projects to serve ill and injured veterans in their communities. When funds from the Columbia Trust are necessary to initiate or maintain initiatives, chapters and departments are encouraged to apply for grants.

For the 2024–2025 membership year, grant applications will be accepted during the period of April 1 through July 15, 2024. Each chapter or department applying for financial assistance must have its Annual Financial Review (AFR) **from the prior membership year** approved by DAV National Headquarters before requesting a grant. For example, **to submit a grant application for the 2024–2025 membership year, the 2022–2023 AFR must be approved.**

Please see the following instructions to access the online grant system located at dav.smartsimple.com:

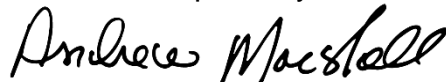
1. If you are a DAV department or chapter leader and are accessing the site for the first time, please select “Request Password” to receive credentials to the Columbia Trust grant application. Please note, if your current email address is not in DAV’s membership system, you must contact the Foundation team. **For newly elected leaders, immediately submit the new Officer Report to membership to ensure you have the proper access to the application site.**
2. Once you select “Request Password” and submit your email address, you will receive a “Forgot Password Notification” email containing the link to reset your password.
3. Follow the instructions outlined in the “Forgot Password Notification” email. Please retain the reset password for future use.
4. Upon creating the password, if it does not automatically log you in, navigate to dav.smartsimple.com/s_Login.jsp and sign in using your email address and new password.
5. Once logged in, navigate to the building icon in the upper right of the screen and select the appropriate entity on whose behalf you are applying. Next, select “Funding Opportunities” and proceed accordingly. Please note, if you start working on an application but do not submit, the next time you log in, select “In Progress” to proceed.

6. Within the application, you can invite others to assist in completing the application through the "Invitations" tab. These individuals will receive an email invitation from the system once you initiate the collaboration role. The collaborator can then log in to assist with the application but will be unable to submit it. This process allows department and chapter leaders to control who can access the application(s).

Please keep in mind that grant requests for vehicles must still be submitted through the DAV Transportation Network application process per instructions set forth in the annual memo from National Adjutant Barry Jesinoski.

For questions related to the Columbia Trust grant application process and associated guidelines, please contact the Foundation's business office via email at nsf@dav.org or phone at 859-441-7300, option 6, then press 2. Please share this information with your local chapters as you deem appropriate.

Respectfully,

A handwritten signature in black ink that reads "Andrew Marshall". The signature is written in a cursive, flowing style.

Andrew Marshall
President

AM:dm