

## Apply Early

### Time Line



- Application period:  
**7/1/2008 – 9/1/2008**
- Application deadline:  
**9/1/2008**
- Review and ranking of applications:  
**9/1/2008 – 10/30/2008**
- Notification of selection/  
non-selection to applicants:  
**10/30/2008**
- Funds available for use by:  
**12/1/2008**

### Get in on the ground floor!

The application package, **Publication 4671**, will be available starting in June 2008.

#### Visit **IRS.gov**

Search keyword:  
**Community Network**

to find the grant application and other related information to assist you in applying for a VITA Grant

You can also apply by visiting  
**www.grants.gov**

Contact the grant office at:  
**Grant.Program.Office@irs.gov**

IRS-SPEC  
Grant Program Office, Stop 420-D  
401 West Peachtree Street, NE  
Atlanta, GA 30308

## Volunteer Income Tax Assistance



## Grant Program

**Helping YOU Help OTHERS**



**IRS**

Department of the Treasury  
Internal Revenue Service

Publication 4680 (3-2008) Catalog Number 51492G [publish.no.irs.gov](http://publish.no.irs.gov)

## VITA Grant Established by Congress

On December 26, 2007, Congress appropriated funds to IRS to establish and administer a one-year

### Community Volunteer Income Tax Assistance (VITA) Grant Program.

The purpose of the grant program is to provide direct funds to:

- Enable VITA programs to extend services to under served populations and hardest-to-reach areas, both urban and non-urban;
- Increase the capacity to file returns electronically;
- Heighten quality control;
- Enhance training of volunteers

and

- Significantly improve the accuracy rate of returns prepared by VITA sites.

## Helping You Help Others

### The targeted under served populations in YOUR community may include:

- Low-income (in general)
- Low-income limited English proficient
- Low-income elderly
- Low-income disabled
- Low-income Native Americans
- Low-income non-urban

The definition of low-income is based on the maximum Earned Income Tax Credit (EITC) amount for that year.

The maximum EITC adjusted gross income for tax year 2007 is \$39,783.

### Matching Funds

Applicants must provide matching funds on a dollar-for-dollar basis for all VITA grant funds received.

#### Acceptable matching funds

consist of: cash, computer hardware and software, and third party in-kind contributions.

Funds from other federal grants cannot be counted as matching funds.

## Eligibility Criteria

Applicants must meet the following eligibility criteria:

- Be classified as one of the following:
  1. A private or public non-profit organization qualifying for tax exemption under IRC 501
  2. A state or local government agency, including Native American Tribal governments; or
  3. A regional, statewide, or local coalition with one lead organization that meets one of the eligibility criteria stated above.
- **Must be** in compliance with Civil Rights reporting requirements, OMB guidance, and federal tax filing and payment requirements;
- Have the capacity to electronically file federal tax returns; and
- Provide documentation to substantiate matching funds on a dollar-for-dollar basis to grant funds requested.

A detailed list of the eligibility requirements can be found in Publication 4671, *VITA Grant Program Overview and Application Package*.