



# Veteran Military Banner Program Policy

The City of Montclair is proud to honor and recognize hometown military personnel. The Veteran Military Banner program is for Residents who live in Montclair and have been honorably discharged from the Armed Forces. Banners are proudly displayed every February through November on Montclair Streets.

## Eligibility

To qualify for the City of Montclair's Veteran Military Banner Program, the following criteria must be met:

1. The Honoree must be a current resident of Montclair.
2. The Honoree must be an honorably discharged service member from one of the branches of the United States Armed Forces.

## Requirements

New and returning applicants must submit proof of the Honoree's Montclair residency AND proof of the Honoree's honorable discharge from the United States Armed Forces with the completed application by the submission deadline in November.

- **Proof of Montclair Residency:**

- Applicants must submit ONE (1) of the following documents:
  - A copy of the Honoree's valid driver's license
  - A recent utility bill that is addressed to the Honoree (dated within 90 days from the date the Military Banner Application is submitted).

- **Proof of Honorable Discharge:**

- Applicants must submit the following document:
  - Applicants must submit a copy of the honoree's Honorable Discharge Certificate (DD 256 form).

## Deadlines

- Every year, a letter will be mailed to the Application Representative at the address provided under the "Application Representative" section of the military banner application, notifying them that updated proof of the Honoree's Montclair residency be submitted by the stated application deadline in November.
- If a returning applicant does not submit proof of active duty status by the assigned deadline, the military banner will be removed in November.
  - If the requested documentation is received after the November deadline but before the new banners are installed in January, then the Honoree's banner may be re-installed in January (when the new banners are installed throughout the City).
    - If a banner was removed, but is later eligible for reinstallation, the original banner location is not guaranteed as the location may have been assigned to a new applicant.





## Cost

- Applicants must submit the Veteran Military Banner Program fee by the assigned deadline.
  - Payment must be submitted with the complete Military Banner Application and the requested documentation (proof of Montclair residency and proof of an honorable discharge from the United States Armed Forces).
  - The cost of the Veteran Military Banner is subject to change based on the current cost to produce and install the banner (\$200 for the first year, including banner production and labor, and \$150\* every three years.)
- At the applicant's expense, Veteran military banners will be replaced every three (3) years. The Veteran Military Banner Program renewal fee is due by the assigned deadline in November.
  - If a Veteran Military Banner needs replacing for any reason during its three (3) year display period, the applicant will be responsible for the banner replacement fee.
    - i.e. damage from weather conditions, vandalism, wear and tear, fading, lost or stolen
  - If the applicant decides to no longer participate in the Veteran Military Banner Program, the banner will be presented to the veteran or their family representative at a City Council Meeting in January.

## Selection Process

- Honorees must meet all eligibility criteria.
- Applications are accepted on a first-come, first-served basis and are based on pole availability.
- Applicants must carefully review, approve and submit the Banner Proof Verification by the assigned deadline. Applicants must approve the spelling of the Honoree's name, military branch and confirm the years of service. Applicants are not allowed to post, reproduce, or distribute the Banner Proof Verification Document generated by Dekra-Lite Industries, Inc.
- In January, once the new military banners are installed, a letter will be mailed to the address provided under the "Application Representative" section of the military banner application.
- In the fall, a letter will be mailed to remind returning applicants of the deadline to submit updated proof of the Honoree's Montclair residency and updated contact information for the Honoree and Application Representative (if applicable).

## Application Representative's Contact Information

- It is the Application Representative's responsibility to notify us of any changes to their contact information (i.e. mailing address, email address, phone number).
- Failure to provide updated contact information may result in the removal of the military banner if we are unable to contact the Honoree or the application representative.

\* Fee subject to change



City of Montclair  
Human Services Department  
5111 Benito Street, Montclair, CA 91763  
Recreation Center: (909)625-9479



# 2024-2025 Military Banner Application Veteran

## VETERAN HONOREE'S INFORMATION

*PROOF OF VETERANS HONOREE'S HONORABLE DISCHARGE FROM THE ARMED FORCES MUST BE SUBMITTED WITH THIS APPLICATION BY WEDNESDAY NOVEMBER 6, 2024.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Name/Initial (optional): \_\_\_\_\_  
*Please print/type the name of the Veteran Honoree. as it should appear on the banner.*

Street Address: \_\_\_\_\_ City: Montclair State: CA Zip Code: 91763

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Military Branch (choose one): ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marine Corps ☐ Navy ☐ Space Force

Years of service (i.e. 1996-2006): \_\_\_\_\_ - \_\_\_\_\_

## PROOF OF MONTCLAIR RESIDENCY

Is the Veteran Honoree a Montclair Resident?

☐ Yes, how many years has the Veteran been a resident? year(s) \_\_\_\_\_

☐ No, the Veteran does not qualify for the City of Montclair's Veteran Military Banner Program.

*Proof of Veteran Honoree's Residency must be submitted with this application by Wednesday, November 6, 2024 to Angela Franco, afranco@cityofmontclair.org or by calling (909) 625-9457. A fee of \$200 can be made payable to City of Montclair.*

## APPLICATION REPRESENTATIVE'S INFORMATION

The authorized Application Representative will be the primary contact for the Veteran Military Banner Program. The Application Representative, if not the same person as the listed Veteran Honoree, must receive permission from the Veteran Honoree to have a banner installed in public with their name, military branch, and years of service. The Application Representative must be able to submit proof of the Veteran Honoree's honorable discharge from the United States Armed Forces and proof of the Veteran Honoree's Montclair residency. The City of Montclair may also present the Application Representative with the Veteran Honoree's retired Military Banner if they are no longer a Montclair resident, if the Application Representative fails to provide updated proof of the Veteran Honoree's Montclair residency, or if they no longer wish to participate in the Veteran Military Banner Program.

Relationship to Veteran Military Banner Honoree: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## TERMS AND CONDITIONS AGREEMENT

I, \_\_\_\_\_, certify and agree to the terms outlined in the City of Montclair's Veteran Military Banner Program Policy. I also certify that the Veteran Military Banner Honoree listed in this application was honorably discharged from the United States Armed Forces and I agree to submit (1) Proof of an Honorable Discharge (New Applicants Only) and (2) Proof of the Veteran Honoree's Montclair Residency (All Applicants) at the time I submit this application. I acknowledge that falsified information and/or failure to submit the requested documentation will result in the disqualification of this application from the City of Montclair's Veteran Military Banner Program. I also acknowledge that submitting this application along with the requested documentation does not guarantee the production of a Veteran Military Banner. If this application is approved, I also agree to submit (3) Payment for the Veteran Military Banner; the amount may vary and is based on the current price to produce and hang the Veteran Military Banner. Furthermore, I certify that I am the listed Veteran Honoree OR have permission from the listed Veteran Honoree to have a banner installed in public with their name, military branch, and years of service.

Proof is attached (check box): Yes ☐ (1)Proof of Veteran Honoree's Honorable Discharge (New applications only), (2)Proof of Veteran Honoree's Montclair Residency, (3)\$200 fee payable to the City of Montclair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Fee subject to change