



## VETERAN PROJECTS FUND GRANT APPLICATION PROCESS, INSTRUCTIONS

For a proposal for funding from the American Legion Auxiliary Foundation (ALAF) Veteran Projects Fund to qualify for consideration by the ALAF Grant Committee, it must meet the following basic criteria established by the ALA Foundation Board:

- The applicant must be an American Legion Auxiliary (ALA) entity - unit, district/county, department, national.
- The proposal must address a specific, emergent need by an ALA entity that supports veterans, military, and their families. An emergent need is a new need appearing, arising, occurring, or developing for the first time.
- The American Legion Auxiliary Foundation will fund small emergent need projects in the amount of \$1,000 – \$5,000, and in unusual circumstances an amount no greater than \$10,000
- One grant per grantee in a 12 month period will be awarded

### Instructions for Submitting an Application

The ALA Foundation is prohibited from awarding grants directly or indirectly to an individual. The ALA Foundation is prohibited from awarding grants to any organization other than the American Legion Auxiliary national organization, Auxiliary units, districts/counties, or departments.

Applicants will not be invited or expected to appear before the grant committee for the purpose of promoting or clarifying a grant proposal. The ALA Foundation Board, individually and collectively, is prohibited from accepting any gift(s) or remuneration of any kind from any individual or entity proposing or supporting a grant proposal.

Grants awarded to an ALA entity cannot exceed 80% of a qualifying grant's project total. The balance of the project total – the match – is the responsibility of the applicant. Under exceptional circumstances, the ALAF Board may waive a portion of the applicant's match requirements.

The ALA entity submitting a proposal must attest that the balance of funds required for the project – the match – has been received by the entity and has been restricted for the grant proposal's stated purpose. ALAF reserves the right to request verification of the required match for the grant proposal.

ALAF grant awards may not exceed a time period of twelve (12) months. Awarded funds must be expended by the grantee within the grant award period.



**Grants may be awarded for:**

- Ground-breaking or initial construction on a new project at a veterans home or rehabilitation center (making it handicap accessible, updating exterior, etc.), with the exception of government owned facilities
- Computer equipment needed to enhance job searches done by veterans at a veterans home or rehabilitation center (new desktop computers, laptops, desks, chairs, printers, etc.)
- Music therapy equipment that will remain at the facility including laptops, instruments, and music books
- New equipment for a veterans home or rehabilitation center that will remain at the facility including washers, dryers, bed frames, mattresses, etc.
- Funding a new fitness center or fitness trail for a veterans home or rehabilitation center, with the exception of government owned facilities
- Funding for art therapy equipment that will remain at the facility (kiln, pottery wheel, easels, brushes, etc.)

**Grants may not be awarded for:**

- Day-to-day operating expenses of the grantee
- Anticipated special operating expenses related to the grant
- Construction costs of any type for a building owned by the Legion or Auxiliary
- Maintenance or construction costs for government owned facilities
- Expenses related to enhancing personal property that is also used as a personal residence.
- Funding matches for Government grants
- Payment of consultant fees, administrative costs or staff compensation, including but not limited to personnel expenses such as salary/wages, insurance, or other fringe benefits
- Expenses related to seminars and training programs including, but not limited to, lodging, travel, food, or materials
- Expenses for Auxiliary or Legion office/social club/bar operations, including, but not limited, to storage; rental of office space; furniture/furnishings; office/social supplies; and office equipment such as computers, copiers, telephones, equipment leases, etc.
- Personal consumer goods or consumables including, but not limited to food, clothing, personal use supplies, etc.
- Scholarships
- Department or unit training



## **ALAF VETERAN PROJECTS FUND GRANT APPLICATION REVIEW PROCESS AND NOTIFICATION OF AWARDS**

Applications must be completed online and submitted electronically, or printed and faxed, or be typewritten and mailed to the ALA National Headquarters, Attn: ALA Foundation, 8945 N. Meridian St., Suite 200, Indianapolis, IN 46260. The electronic application is a fillable form that can be completed online and submitted to NHQ from ALA or ALAF websites.

The applicant must be an ALA unit, district/county, department or national; proposals submitted by ineligible recipients will be returned to the submitters with the appropriate explanation.

ALA National Headquarters (ALA NHQ) will email the applicant an acknowledgement that the grant application has been received and will be reviewed by the ALAF Grant Review Committee at its next meeting. When grant proposals are submitted by fax or mail, an email acknowledging receipt of the application will be sent to the applicant's department. ALA NHQ staff will answer inquiries from applicants.

Applications will be reviewed at National Headquarters upon receipt for accuracy and completeness. Proposals submitted by ineligible recipients will be returned to the submitters with the appropriate explanation. If an otherwise eligible proposal is missing required information, ALA NHQ will notify the applicant of the missing item(s), and provide instructions for resubmitting the completed proposal.

The ALAF Grant Review Committee will meet at its earliest opportunity or next regularly scheduled meeting to review proposals that are complete and meet the eligibility criteria. The ALAF Board determines the final grant awards at quarterly board meetings. The ALAF Board determines funding awards based on the ALAF Grant Review Committee's recommendations. The ALAF Board may call a special meeting when circumstances warrant.

The ALAF Grant Review Committee may, at its discretion, request additional or clarifying information about the application. The ALAF Grant Review Committee will make its funding recommendations to the ALAF Board. The ALAF Board determines the grant funding to be awarded. The ALAF Board will determine funding based upon the merits of the application and funds available for granting. The ALAF Board may make grant awards in the full amount or partial amount requested, may deny funding for the application, or may defer a decision.

ALA NHQ will notify grant recipients of the ALAF Board's determination via an electronic ALAF Notice of Grant Award. The recipient will be informed of the grant amount, grant procedures, and requirements for grant funding to be awarded. Notifications will be made, within fifteen (15) business days of the board's determination.



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Applicants whose proposals are denied by the ALAF Board will be notified by ALA NHQ via an electronic ALAF Notice of Grant Denial. Notifications will be made within fifteen (15) business days of the board's determination. When applicable, as determined by the ALAF Board, applicants whose proposals were denied may be invited to resubmit proposal(s) in the future.

ALA NHQ will electronically notify the department president and department secretary of grant determinations for proposals that were submitted by their units, districts/counties, or department.

### **ALAF Veteran Projects Fund Grantee Reporting**

Recipients of American Legion Auxiliary Foundation Veteran Projects Fund Grants will be required to submit final progress reports. The reports will include a narrative description or summary of the grant progress or outcome, along with a financial report of the grant funding. As a condition of the grant, if it is mentioned in public relations materials, please credit the American Legion Auxiliary Foundation. Please send any pictures, press releases, or media coverage to **[ALAFoundation@ALAforVeterans.org](mailto:ALAFoundation@ALAforVeterans.org)**.

The grantee organization must acknowledge the ALA Foundation (ALAF) as a funding source on all publications and in all presentations related to the project in a clear, unambiguous, and readily identifiable fashion, using the following acknowledgement: "This project was supported by a grant from the American Legion Auxiliary Foundation" or as otherwise directed by ALAF. If you are granted funds for the construction of a new project at a veterans' facility, the facility will be required to display a gold polyurethane ALA Emblem that is approximately 18 inches and costs \$408. This amount will be added into your grant request and the emblem will be shipped to your unit, district/county, or department directly from Emblem Sales. This emblem must accompany a plaque of your ALA entity's choosing. You may use the following language or something similar: "This project was supported by a grant from the American Legion Auxiliary Foundation" "This project was funded by a grant from the American Legion Auxiliary Foundation."

The progress report is due back to the ALA Foundation within 30 days of completion of the project along with any unexpended funds pertaining to the project. Make checks payable to ALA Foundation and send to ALA Foundation, Attn: Accounting, 8945 N. Meridian St, Ste. 200, Indianapolis, IN 46260-5387. If the progress report is not received within that allotted time period, the entity will be sent an invoice for the full amount of the grant and will be expected to pay the grant back in full within 90 days of receiving the invoice.



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**AMERICAN LEGION AUXILIARY FOUNDATION  
VETERAN PROJECTS FUND  
GRANT APPLICATION**

**SECTION A – Unit, District/County, Department**

Unit, District/County, or Department Making Request:

Organization's Legal Name:

Physical Address:

City: State: Zip:

Telephone: Fax:

Email: EIN/TIN:

Name/Title of Contact Person: Telephone:

Email:

Unit President Name: Email:

Unit Secretary Name: Email:

Department President Name: Email:

Department Secretary Name: Email:

**SECTION B – Project Description and Amount Requested  
from ALA Foundation**

Program/Project Name:

Amount Requested from the ALA Foundation:

Proposed Grant Period:

(For example: 07/14/2016 – 07/13/2017)



### Grant Objectives/Action Steps and Target Dates

List the objectives you plan to accomplish, the action steps you intend to take, and the target dates for completion. List each objective/action step separately.

Objective/ Action Step	Target Completion Date
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## Grant Proposal Summary

Please answer all questions completely.

A. Explain the project/program for which you are requesting funds.

B. If awarded, how will the funds be spent?

C. How many veterans will be affected by this program/project?

D. What outcomes do you hope to achieve if this program/project is selected for funding? How will your community be affected?

E. Will there be a dedication ceremony, ribbon cutting, or other media coverage opportunities for this program/project?



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**Budget**

Complete the budget section by describing the funding amount and purpose for which the funds are being requested. Applicants are expected to demonstrate a financial commitment to the proposed project of at least 20% of the total project cost, represented in this section as the “match”. In unusual circumstances, an applicant may request a waiver of any of the match requirement. An appeal to waive the required match must be explained and attached to the application.

**Proposed Grant Budget**

Budget Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ALAF Grant Funding Requested** \$ \_\_\_\_\_ **Percent of Project:** \_\_\_\_\_

**Amount Funded by Applicant** \$ \_\_\_\_\_ **Percent of Project:** \_\_\_\_\_  
(Should be at least 20% of total project cost. If not, complete waiver on the next page.)

**Project Total** \$ \_\_\_\_\_ **Percent of Project: 100%**





**Appeal to Waive Match**  
*(to be submitted only in unusual circumstances)*

In unusual circumstances, an applicant may request a waiver of any portion of the 20% match requirement. An appeal to waive the required match must be explained within the box below.

**Ready to submit? See next page.**



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### Ready to Submit Your Application?

Please save this document to your computer's desktop or documents folder. Upon completing this form, be sure to save your changes and then close the document. Create a new email message and attach the document to the email. Also, attach your unit, district/county, or department's completed W9. Then send email with document attached to **ALAFoundation@ALAforVeterans.org**. In the subject line, include your ALA entity (i.e. IN Unit 0079, Department of Indiana). We will reply in a timely manner that your application has been received. Questions? Please call (317) 569-4500.