



## MISSION IN ACTION GRANT APPLICATION PROCESS, INSTRUCTIONS

To qualify for consideration by the American Legion Auxiliary Foundation (ALAF) Grant Review Committee and Board of Directors, Mission in Action Grant applications 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
- The proposal must address a specific ALA branding need that will help members with mission delivery and be recognizable in the community. The project must support the ALA mission or an ALA program identified in the national Programs Action Plan.
- The American Legion Auxiliary Foundation will fund grants up to \$5,000
- 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 or 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 a 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:

- Plastic Storage Totes (\$5 - \$70)
- Wheelbarrow/Yard Cart (\$20 - \$130)
- Utility Trailer (\$700 - \$2,000)
- Tandem Trailer (\$800 - \$1,000)
- Cargo Trailer (\$2,000 - \$3,500)
- Vehicle Wraps (\$800 - \$2,500)
- Car/Trailer Magnets (\$9 - \$200)
- Car/Trailer/Tote Decals (\$3 - \$10)



**Grants may not be awarded for:**

- Maintenance to a trailer/vehicle
- Personal consumer goods or consumables including, but not limited to clothing, aprons, personal use items, etc.

**MISSION IN ACTION 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 ALA National Headquarters, Attn: ALA Foundation, 8945 N. Meridian St., Suite 200, Indianapolis, IN 46260. The electronic application is a fillable form that needs to be completed online and emailed to [ALAFoundation@ALAforVeterans.org](mailto:ALAFoundation@ALAforVeterans.org).

The applicant must be an ALA unit, district/county, or department; proposals submitted by ineligible recipients will be returned to the submitters with an appropriate explanation. If an otherwise eligible proposal is missing required information, ALA National Headquarters (ALA NHQ) will notify the applicant of missing item(s), and provide instructions for resubmitting the completed proposal. 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 applicant will be sent to the applicant.

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 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.

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 ALAF 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.



## **Mission in Action Grantee Reporting**

Recipients of American Legion Auxiliary Foundation Mission in Action Grants will be required to submit final progress reports. The reports will include a narrative description or summary of the grant progress or outcome including how your community benefited from your service and how often your branded delivery method (vehicle, tote, trailer, etc.) is being used, 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 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 sent to ALA Foundation, Attn: Accounting, 8945 N Meridian St., Ste 200, Indianapolis, IN 46260. If the progress report is not received within the allotted time period, the ALA entity will be sent an invoice for the full amount of the grant and will be expected to repay the grant in full within 90 days of receiving the invoice.



AMERICAN LEGION AUXILIARY  
*F*OUNDATION

**AMERICAN LEGION AUXILIARY FOUNDATION  
MISSION IN ACTION  
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 Proposal Summary

Please answer all questions completely.

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

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

C. How many people will be affected by this project? What demographic will be affected by this project (i.e. veterans, youth, members, etc.)?

D. What outcomes do you hope to achieve if this 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 project?





AMERICAN LEGION AUXILIARY  
**FOUNDATION**

**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%**



AMERICAN LEGION AUXILIARY  
**FOUNDATION**

**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, using a minimum 10 Point font, and attached to the application.

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





AMERICAN LEGION AUXILIARY  
*F*OUNDATION

### 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.