



## MISSION IN ACTION GRANT APPLICATION

### Basic Criteria for Qualification:

- The applicant must be an American Legion Auxiliary (ALA) entity – unit, district/ county, or 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 project request is no more than \$5,000.
- The applicant has been awarded no more than one grant per grantee in a 12-month period.
- The applicant's request cannot exceed 80% of a qualifying grant's project total. The balance of the project total is the responsibility of the applicant.
- Awarded funds must be expended by the grantee within 12 months of submitting the application.
- The grant report, including photographs, must be filled out and sent to the American Legion Auxiliary Foundation at the conclusion of the project.

### Projects Funded by Mission in Action grants:

- Plastic storage totes, banners, branded tablecloths or pop-up tents.
- Vehicle wraps, car/trailer magnets or decals.
- Visit "What projects have been funded by ALAF grants in the past?" at [www.ALAFoundation.org/Grants](http://www.ALAFoundation.org/Grants) for more ideas.

### Projects not applicable through Mission in Action grants:

- Reimbursements for completed projects.
- Maintenance to a trailer/vehicle.
- Personal consumer goods or consumables, including, but not limited to, clothing, disposable items, etc.

### Application Review Process:

1. Complete application online and email to [ALAFoundation@ALAforVeterans.org](mailto:ALAFoundation@ALAforVeterans.org), or print and mail to ALA National Headquarters, Attn: ALA Foundation, 3450 Founders Road, Indianapolis, IN 46268.
2. ALA National Headquarters staff will email the applicant an acknowledgment that the application was received, then will review application for accuracy and completeness.
3. If there is unclear or missing information, ALA National Headquarters staff will reach out to applicant via email.



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4. The ALA Foundation Board of Directors will review applications quarterly and determine the final grant awards based on merits of the application and funds available for granting. The board may make grant awards in the full amount or partially, or may deny funding.
5. ALA National Headquarters staff will notify grant applicants (and the department president and secretary of the applicant) of their award or denial via email within 15 days of the board's determination. Applicants whose proposals were denied are invited to resubmit proposal(s) in the future.

### **Required Mission in Action Grantee Reporting**

Recipients must submit final progress reports. The reports should include a narrative description or summary of the grant progress or outcome, along with a financial report of the grant funding, and photographs. For a guide to taking great photographs of your project, go to <https://alaforveterans.wordpress.com/2019/02/13/>.

If your project is mentioned in public relations materials, please credit the American Legion Auxiliary Foundation 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.

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 send to ALA Foundation, Attn: Finance, 3450 Founders Road, Indianapolis, IN 46268. 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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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 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 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 program/project? Is there someone available to take photos during this time?



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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%**



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**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 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](mailto: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.