



VETERAN PROJECTS FUND 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, one-time need that supports veterans or military.
- The project request is in the amount of \$1,000 – \$10,000.
- 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 returned at the conclusion of the project.

Projects Funded by Veteran Projects Fund Grants:

- Visit "What projects have been funded by ALAF grants in the past?" at www.ALAFoundation.org/Grants for more ideas.

Projects not applicable through Veteran Projects Fund grants:

- Reimbursements for completed projects.
- Projects that benefit only one individual.
- Day-to-day operating expenses of the grantee.
- Construction costs of any type for a building owned by The American Legion or Auxiliary.
- Maintenance or construction costs for government-owned facilities (e.g., U.S. Department of Veterans Affairs facility, etc.).
- 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 The American Legion or Auxiliary office/social club/bar operations.
- Personal consumer goods or consumables, including, but not limited to, food, clothing, toiletries, etc.
- Scholarships.



Application Review Process

1. Complete application online and email to 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.
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 Veteran Projects Fund 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**.

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.



**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 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? 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.

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.