

The logo for the American Legion Auxiliary Foundation. It features the words "AMERICAN LEGION" in a large, blue, serif font. Above "AMERICAN" are three horizontal red and white stripes. Below "LEGION" is a thin blue horizontal line. Underneath the line, the word "AUXILIARY" is written in a smaller, red, sans-serif font. At the bottom, the word "FOUNDATION" is written in the same large, blue, serif font as "LEGION".

AMERICAN LEGION AUXILIARY FOUNDATION

Ensuring Our Mission of Service Endures

Veterans Creative Arts Festival Grant Application

The purpose of the Veterans Creative Arts Festival (VCAF) Grants is to aid in the well-being of individuals eligible for VA benefits (veterans, active military, military families). If your unit or department hosts a local Veterans Creative Arts Festival or offers art therapy courses in partnership with a participating National Veterans Creative Arts Festival VA medical facility, grant funds may be awarded for needs that contribute to these efforts.

Basic Criteria for Qualification

- The applicant must be an American Legion Auxiliary (ALA) entity – unit, district, county, or department.
- The grant application must address how the ALA entity will aid in the well-being of individuals eligible for VA benefits (veterans, active military, military families) by introducing them to art therapy.
- Grants will be awarded only for programs that are in partnership with a participating National Creative Arts Festival VA Medical Facility.
- Grants can be awarded up to \$2,500.
- Applicant can only be awarded one VCAF grant in a 12-month period based on the last award date of the previous VCAF grant.
- Awarded funds must be expended by the grantee within 12 months of the grant award.
- The applicant cannot have another outstanding VCAF grant that is not in a closed status, with the final report being submitted.
- The final grant report, including photographs, must be filled out and returned at the conclusion of the project. (See below for more reporting details.)
- The applying ALA entity must be in good standing with the ALA in accordance with the IRS guidelines at time of application.

Projects Funded by Veterans Creative Arts Festival Grants

- Transportation for veterans to and from the local Veterans Creative Arts Festival.
- Festival venue.
- Craft items (including, but not limited to, paintbrushes, easels, markers, canvas, etc.).
- Special recognition for veterans.
- Photography/videography.
- Promotion of event (i.e., advertising, posters, printed materials, etc.).

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

Projects Not Applicable for Veterans Creative Arts Festival Grants

- Reimbursements for completed projects.

- Refreshments.
- Any National Veterans Creative Arts Festival expenses.
- Maintenance or construction costs to Festival venue.

Application Review Process

1. Complete application and include the ALA entity's completed W9 form and email to ALAFoundation@ALAforVeterans.org, fax to (317) 569-4502, or print and mail to ALA National Headquarters, Attn: ALA Foundation, 3450 Founders Road, Indianapolis, IN 46268.
2. ALA Foundation will email the applicant an acknowledgment that the application was received and review application for accuracy and completeness.
3. If there is unclear or missing information, ALA Foundation 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 the ALA Foundation requirements guidelines, merits of the application and funds available for granting. The board may make grant awards in the full or partial amount or may deny funding.
5. ALA Foundation 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 and meet eligibility standards are invited to resubmit proposal(s) in the future.

Required Veterans Creative Arts Festival Grant Reporting

Within 30 days of the project's completion, grant recipients must complete and submit a final grant report. Send completed grant report, pictures, press releases, and/or media coverage to ALAFoundation@ALAforVeterans.org. The report should include a narrative description or summary of the grant progress or outcome, along with a financial report of the grant funding, photographs, and media coverage. For a guide to taking great photos of your project, go to <https://ALAforVeterans.wordpress.com/2019/02/13/>.

If your project is listed or 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 or approved by the ALA Foundation.

The final grant 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 final grant report is not received within that allotted time, the entity will be sent an invoice for the full amount of the grant award and will be expected to pay the grant back in full within 30 days of receiving the invoice.

Ready to Submit your Veterans Creative Arts Festival Grant Application?

Save this document if changes are necessary at a later date. Please email the completed **VCAF grant application and ALA entity's W-9** to ALAFoundation@ALAforVeterans.org, fax to (317) 569-4502, or mail to ALA Foundation, 3450 Founders Road, Indianapolis, IN 46268

Grant Application Checklist

1. Completed VCAF application
2. ALA Entity's W-9 form completed, signed, and dated in the current year

Section A – ALA Unit, District, County Department

ALA Unit, District, County (if applicable): _____

ALA State Department: _____

ALA Entity's Legal Name (must match W-9): _____

Employer Identification Number (EIN): _____

**W-9 must be submitted with application*

ALA Entity Address: _____

City: _____

State: _____

Zip: _____

Name of Contact Person: _____

Phone Number: _____

Email: _____

Unit President Name: _____ Unit President Email: _____

Unit Secretary Name: _____ Unit Secretary Email: _____

Department President Name: _____ Department President Email: _____

Department Secretary Name: _____ Department Secretary Email: _____

Name of VA Medical Facility partnering with ALA entity for this VCAF event: _____

Section B – Event Date and Amount Requested

Event Date: _____

Amount Requested (\$500 - \$2,500): \$ _____

Section C – Grant Proposal Summary

Describe in detail your plan for organizing and executing a local Veterans Creative Arts Festival or a veterans creative arts workshop or related activity.

- A. Date/timeline in which your activity/event will take place. Include all marketing plans for pre and post event coverage. Photos from event are required.

- B. How many veterans will be participating and how will they be impacted?

- C. Describe any opportunities or challenges currently impacting the successful production of a local creative arts festival or workshop.

D. Specific steps you will take to ensure grant funds are well spent.

E. Describe your plans for continuing this effort, if any.

F. Anticipated community involvement including promotion, news coverage, entertainment, etc.

Section D – Budget

Complete the budget section by describing the funding amount and purpose for which the funds are requested.

Budget Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

ALAF Grant Funding Request: \$ _____