



*Ensuring Our Mission of Service Endures*

### **Veteran Projects Fund Grant Application**

The Veteran Projects Fund (VPF) was established to help ALA units, districts, counties, and departments support projects that identify a new, one-time need benefiting local veterans, active military, and military families.

#### **Basic Criteria for Qualification**

- The applicant must be an American Legion Auxiliary (ALA) entity – unit, district/county, or department.
- The proposal must address a new, **one-time** need that supports veterans or military (*Note: the ALA Foundation will not continue to fund the project after initial funding.*)
- Grants may be awarded up to \$10,000.
- 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.
- Applicants can only be awarded one VPF grant in a 12-month period based on the last award date of the previous VPF grant.
- Awarded funds must be expended by the grantee within 12 months of the grant award.
- The applicant cannot have another outstanding VPF 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.)
- If funds are being requested for equipment and/or a new construction project at another nonprofit organization serving veterans, it is required that the nonprofit entity sign an Indefinite Equipment Use agreement and/or a New Construction agreement.
- The applying ALA entity must be in good standing with the ALA in accordance with the IRS guidelines at time of application.
- The ALA Foundation must be recognized as a funder of all projects resulting from a VPF grant award.

Visit "What projects have been funded by ALAF grants in the past?" at [www.ALAFoundation.org/Grants](http://www.ALAFoundation.org/Grants) for ideas.

#### **Projects Not Applicable for Veteran Projects Fund Grants**

- Reimbursements for completed projects including items/services paid for prior to the grant award.
- Items and/or consumable products intended for one-time use and will not be returned.
- Projects that benefit only one individual.
- Day-to-day operating expenses of an ALA entity and/or veteran nonprofit benefiting from the grant award.
- Maintenance or construction costs of any type for a building and/or property owned by The American Legion or Auxiliary.

- Maintenance and repair costs for government-owned facilities and/or property (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.
- Scholarships.

#### **Application Review Process**

1. Complete application and include the ALA entity's completed W9 form and email to [ALAFoundation@ALAforVeterans.org](mailto: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 guideline, 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 Veteran Projects Fund 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](mailto: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 ALA 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 Project Fund Grant Application?

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

### Grant Application Checklist

1. Completed VPF application
2. ALA Entity's W-9 form completed, signed, and dated in the current year
3. Verified good standing with IRS if working with a third-party nonprofit veteran organization:  
<https://apps.irs.gov/app/eos/>

### Section A – ALA Unit, District, County Department

ALA Unit, District, County or Department (if applicable) Name: Unit 123

ALA State Department: Indiana

ALA Entity's Legal Name (must match W-9): American Legion Auxiliary Unit 123

Employer Identification Number (EIN): 12-3456789

*\*W-9 must be submitted with application*

ALA Entity Address: 3450 Founders Road

City: Indianapolis

State: IN

Zip: 46268

Name of Contact Person: Betty Boop

Phone Number: 3175694500

Email: bettyboop@gmail.com

Unit President Name: Margie Hines Unit President Email: margie12@gmail.com

Unit Secretary Name: Harriet Lee Unit Secretary Email: h.lee@gmail.com

Department President Name: Mae Questel Department President Email: questel@gmail.c

Department Secretary Name: Bonnie Poe Department Secretary Email: bopo@yahoo.co

**Section B – Project Description and Amount Requested**Program/Project Title: **Roudebush Transitional Housing Project**Proposed Grant Period: **04/25/2024 - 04/24/2025***(Must not exceed one year. Ex. 07/14/2023 – 07/13/2024)*Amount Requested: \$ **10,000****Section C – 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. The project or purchase of items cannot occur before funds are distributed by the ALA Foundation. The ALA Foundation board of directors meets quarterly to review grant proposals in January, April, July, and October. Funds are awarded 30 days after each board meeting.

Objective/Action Step	Target Completion Date
<b>Roudebush completes construction on facility</b>	<b>01/01/2024</b>
<b>Unit 123 bingo night for 20% of grant funds</b>	<b>02/14/2024</b>
<b>Purchase washer and dryer units (5)</b>	<b>04/25/2024</b>
<b>Purchase bedroom suites (5)</b>	<b>04/25/2024</b>
<b>(dresser, bed frame, night stand)</b>	
<b>Purchase bicycles (5)</b>	<b>04/25/2024</b>
<b>Veteran move in day</b>	<b>05/20/2024</b>



#### Section D – Grant Proposal Summary

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

**Unit 123 is working with Roudebush VA Medical Center to create a transitional housing facility for veterans who are homeless or at risk of becoming homeless due to financial hardship. Roudebush is finishing the construction of the new facility and our unit would like to apply for a grant to furnish each unit's bedroom, provide a washer and dryer in each unit, and fund the bicycles that the veterans will use to go to and from Roudebush for treatment.**

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

**The funds will be spent to partially furnish the five units and provide the necessary transportation equipment to the veterans to receive treatment at the VA during their stay. We will purchase five bedroom suites including a dresser, nightstand, and bed frame, a washer and dryer, and five bicycles.**

- C. How many veterans, military, or military families will be impacted by this program/project?

**Countless veterans will be impacted by this project. The housing facility has five units and the veteran can live there for 90 days so there will be a constant turnover. During those 90 days, they will receive treatment from the VA facility including job training, life skills development, education, justice system navigation, financial support, addiction and depression support, and health and dental care.**

- D. What outcomes will your program/project achieve if it is selected for funding? How will your community be impacted?

**If our program is selected for funding, we will help countless veterans transition into society after financial hardship, unemployment, addiction, depression, or after incarceration. Veteran homelessness continues to be a major issue in Indianapolis and these units will help to keep veterans safe and off the street. This will make our community a safer place to live, work, and thrive!**

- E. What recognition will be provided to the ALA Foundation as a funder of the project/program? Will there be signage, dedication ceremony, ribbon cutting, or other media coverage opportunities? Photos are required in the final grant report.

**There will be a ribbon cutting on 05/20/2024 with local media invited to the ceremony. Each unit will have a plaque outside the front door that says "This unit was furnished by the American Legion Auxiliary Foundation." We will be sure to send photos with our final report.**

- F. If partnering or benefiting another nonprofit organization with funds, what relationship or partnership does the ALA entity have with that organization? And how will that continue if the project is funded?

**Unit 123 has had a longstanding relationship with Roudebush VA Medical Center. Our members volunteer as transportation network drivers, they greet veterans at the main entrance as Red Coat Ambassadors, and volunteer as Compassionate Contact Corps by contacting socially isolated veterans through phone calls. We will continue to volunteer our time at Roudebush regardless of the grant award decision because we feel passionately about creating better lives for our veterans.**

- G. If funds are being distributed to a nonprofit organization outside of the ALA, are they in good standing with the IRS?

**N/A. The funds will be used to purchase items for the transitional housing facility and our treasurer, Betty Boop, will oversee that spend.**

- H. If funded, what is the ALA entity's plan to sustain the project going forward?

**Once the units are furnished, the project will be complete. Roudebush will be responsible for replacing and maintaining any of the items (ex. washer, dryer) if they need care.**

### Section E – Proposed Budget

Complete the budget section by describing the funding amount and purpose for which the funds are requested. Applicants are expected to demonstrate a financial commitment to the proposed project of at least 20% of the total project cost to be listed below under "amount funded by applicant." In unusual circumstances, an applicant may submit an appeal to waive the 20% applicant funding for the board's consideration. The appeal to waive the 20% applicant funding for board consideration can be found in Section F.

Budget Item	Amount
<b>Bedroom suites (5)</b>	\$ <b>5000</b>
<b>Washer (5)</b>	\$ <b>2500</b>
<b>Dryer (5)</b>	\$ <b>2500</b>
<b>Bicycles (5)</b>	\$ <b>2500</b>
	\$
	\$

ALAF Grant Funding Request: \$ **10,000**

Percent of Project **80** %

Amount Funded by Applicant: \$ **2500**

Percent of Project **20** %

*(Should be at least 20% of total project cost. If not, complete the appeal to waive.)*

Project Total: \$ **12,500**

Percent of Project: 100%

### Section F – Appeal to Waive 20% Applicant Funding

In unusual circumstances, an applicant may submit an appeal to waive the 20% applicant funding for the board's consideration. Please state in detail the specific reason(s) why you are requesting the appeal of applicant funding in the space provided.

N/A

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 8.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>American Legion Auxiliary Unit 123</b>		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see Instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>	
5 Address (number, street, and apt. or suite no.) See Instructions. <b>3450 Founders Road</b>		Requester's name and address (optional)
6 City, state, and ZIP code <b>Indianapolis, IN 46268</b>		
7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the Instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
1	2		3	4	5	6	7	8 9

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Betty Boop</i>	Date ► <i>10/05/23</i>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.