



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 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, 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. 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, 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: _____

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: _____

Section B – Project Description and Amount Requested

Program/Project Title: _____

Proposed Grant Period: _____

(Must not exceed one year. Ex. 07/14/2023 – 07/13/2024)

Amount Requested: \$ _____

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

Section D – Grant Proposal Summary

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

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

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

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

- 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.

- 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?

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

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

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
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

ALAF Grant Funding Request: \$ _____	Percent of Project _____ %
Amount Funded by Applicant: \$ _____	Percent of Project _____ % <i>(Should be at least 20% of total project cost. If not, complete the appeal to waive.)</i>
Project Total: \$ _____	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.