



VETERANS CREATIVE ARTS FESTIVAL GRANT APPLICATION

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 veterans by introducing them to art therapy.
- Grants will be awarded only for programs that feed into the National Veterans Creative Arts Festival.
- The project request should be no more than \$2,500.
- The applicant has been awarded no more than one grant per grantee in a 12-month period.
- 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 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 through 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 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.



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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 Veterans Creative Arts Festival 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.



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VCAF 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 ALA Contact Person:

Telephone:

Email:

Unit President Name:

Email:

Unit Secretary Name:

Email:

Department President Name:

Email:

Department Secretary Name:

Email:

Name of affiliated VA Medical Facility:

SECTION B – Event Date and Amount Requested

Event Date:

Amount Requested (\$500 to \$2,500):



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. Is there someone available to take photos during this time?

- B. Describe your criteria for success. What is the desired outcome? Include how many veterans will be participating and the impact on the community.

- C. 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.



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Budget

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

Budget Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ALAF Grant Funding Request \$ _____

Additional funders or significant alliances (i.e. in-kind donations such as promotion of the event, news coverage, catering, etc.):



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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. 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.