



VETERANS CREATIVE ARTS FESTIVAL (VCAF) MINI GRANT APPLICATION PROCESS, INSTRUCTIONS

To qualify for consideration by the American Legion Auxiliary Foundation (ALAF) Grant Review Committee and Board of Directors, Veterans Creative Arts Festival (VCAF) Mini Grant applications must meet the following basic criteria established by the Foundation Board:

- The applicant must be an American Legion Auxiliary (ALA) entity – unit, district/county, or department
- The purpose of a VCAF Mini Grant is to aid in the well-being of veterans by introducing them to art therapy

Instructions for Submitting an Application

The ALA Foundation is prohibited from awarding grants directly or indirectly to an individual or any organization other than the American Legion Auxiliary national organization, Auxiliary units, districts/counties, or departments.

Applicants will not be invited or expected to appear before the grant committee for the purpose of promoting or clarifying a grant proposal. The ALA Foundation Board, individually and collectively, is prohibited from accepting any gift(s) or remuneration of any kind from any individual or entity proposing or supporting a grant proposal.

ALAF grant awards may not exceed a time period of twelve (12) months or the monetary amount of \$2,500. Awarded funds must be expended by the grantee within the grant award period.

Grants may be awarded for:

- Transportation for veterans to and from local festival
- Festival venue
- Craft items (including but not limited to paint brushes, easels, markers, canvas, etc.)
- Special recognition for veterans
- Photography/videography
- Promotion of event (i.e. advertising, posters, printed material, etc.)

Grants may not be awarded for:

- Refreshments
- Any National Veterans Creative Arts Festival (NVCAF) expenses
- Maintenance or construction costs to festival venue



VETERANS CREATIVE ARTS FESTIVAL (VCAF) MINI GRANT APPLICATION REVIEW PROCESS AND NOTIFICATION OF AWARDS

Applications must be completed online and submitted electronically, or printed and faxed, or be typewritten and mailed to the ALA National Headquarters, Attn: ALA Foundation, 3450 Founders Road, Indianapolis, IN 46268. The electronic application is a fillable form that needs to be completed online and emailed to **ALAFoundation@ALAFforVeterans.org**.

The applicant must be an ALA entity; proposals submitted by ineligible recipients will be returned to the submitters with the appropriate explanation. If an otherwise eligible proposal is missing required information, ALA National Headquarters (ALA NHQ) will notify the applicant of the missing item(s), and provide instructions for resubmitting the completed proposal. ALA NHQ will email the applicant an acknowledgement that the grant application has been received and will be reviewed by the ALAF Grant Review Committee at its next meeting. When grant proposals are submitted by fax or mail, an email acknowledging receipt of the application will be sent to the applicant.

The ALAF Grant Review Committee will meet at its earliest opportunity or next regularly scheduled meeting to review proposals that are complete and meet the eligibility criteria. The ALAF Board determines the final grant awards at its quarterly meetings. The ALAF Board determines funding awards based on the ALAF Grant Review Committee's recommendations. The ALAF Board will determine funding based upon the merits of the application and funds available for granting. The ALAF Board may make grant awards in the full amount or partial amount requested, may deny funding for the application, or may defer a decision.

ALA NHQ will notify grant recipients of the ALAF Board's determination via an electronic ALAF Notice of Grant Award. The recipient will be informed of the grant amount, grant procedures, and requirements for grant funding to be awarded. Notifications will be made, within fifteen (15) business days of the board's determination.

Applications whose proposals are denied by the ALAF Board will be notified by ALA NHQ via an electronic ALAF Notice of Grant Denial. Notifications will be made within fifteen (15) business days of the ALAF Board's determination. When applicable, as determined by the ALAF Board, applicants whose proposals were denied may be invited to resubmit proposal(s) in the future.



AMERICAN LEGION AUXILIARY
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Required VCAF Mini Grant Reporting

Recipients of the American Legion Auxiliary Foundation VCAF Mini Grant will be required to submit final progress reports. The reports will include a narrative description or summary of the grant progress or outcome, along with a financial report of the grant funding. As a condition of the grant, if it is mentioned in public relations materials, please credit the American Legion Auxiliary Foundation. Please send any pictures, press releases, or media coverage to **ALAFoundation@ALAFforVeterans.org**.

The progress report is due back to the ALA Foundation within 30 days of the local Veterans Creative Arts Festival along with any unexpended funds pertaining to the project. Make checks payable to ALA Foundation and send to ALA Foundation, Attn: Accounting, 3450 Founders Road, Indianapolis, IN 46268. If the progress report is not received within that allotted time period, the ALA 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
VCAF MINI 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.

- 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.