



**AMERICAN
LEGION
AUXILIARY
FOUNDATION**

Ensuring Our Mission of Service Endures

Subgrant Application

American Legion Auxiliary (ALA) units, districts, counties, or departments that have identified a source for grant funding from a foundation or corporation that requires the grantee to be a 501(c)(3) can have the ALA Foundation serve as the fiscal agent. The ALA Foundation will then, in turn, subgrant to the ALA entity according to the terms and conditions of the grantor. For subgranting of 3rd party funds to be considered, they must demonstrate support of the mission statement of the ALA. To be considered for funding, the applying ALA entity must be in good standing with the ALA in accordance with IRS guidelines.

ALA Mission Statement

In the spirit of Service, Not Self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

The ALA Foundation Cannot Accept the Following:

1. In-kind donations for ALA entities.
2. Recurring employee contributions for volunteer hours.
3. Recurring donations of any kind (recurring employee matches, payroll deduction, etc.) from a third party such as Benevity, Thrivent, and like organizations.
4. Donations less than \$250.
5. Donations from an individual.
6. Any donation for an ALA entity that is not in good standing with the ALA in accordance with IRS guidelines.
7. Any donation that does not support the mission of the ALA.

Subgrant Application Information

- Subgrant funds received from the grantor will be held by the ALA Foundation for a maximum of 90 days; after that, they will be returned to the grantor.
- Subgrant funds must be expended within one year from receipt unless a specific timeline is documented by the grantor.
- Recipients of ALA Foundation subgrants are required to sign an Indemnity Agreement and agree to fulfill any other reporting requirements set forth by the grantor.
- Subgrant applications should be submitted to the ALA Foundation before the funds are issued by the perspective grantor.

Application Review Process

1. Complete application and email to ALAFoundation@ALAforVeterans.org, fax to (317) 569-4502, or print and mail to 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. Completed applications are reviewed in the order that they are received.
5. ALA National Headquarters staff will notify grant applicants of their award or denial via email within 15 days of receipt.

Required Subgrant Reporting

Recipients must 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 subgrant application?

Save this document if changes are necessary at a later date. Please email the **subgrant application, copy of funding request to prospective grantor, 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 subgrant application
2. ALA Entity's W-9 form completed, signed, and dated in the current year
3. Include a copy of funding request sent to prospective grantor

Subgrant Application

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 – Prospective Grantor Sending Funds Information

Grantor Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone Number: _____ Email: _____

Name of Contact Person: _____

Program/Project Title: _____

Proposed Grant Period: _____
(Must not exceed one year. Ex. 07/14/2023 – 07/13/2024)

Amount Requested: _____

Due Date Grant Funds Are To Be Awarded:

**Copy of funding request to prospective grantor must be submitted with application*

Section C – Subgrant Proposal Summary

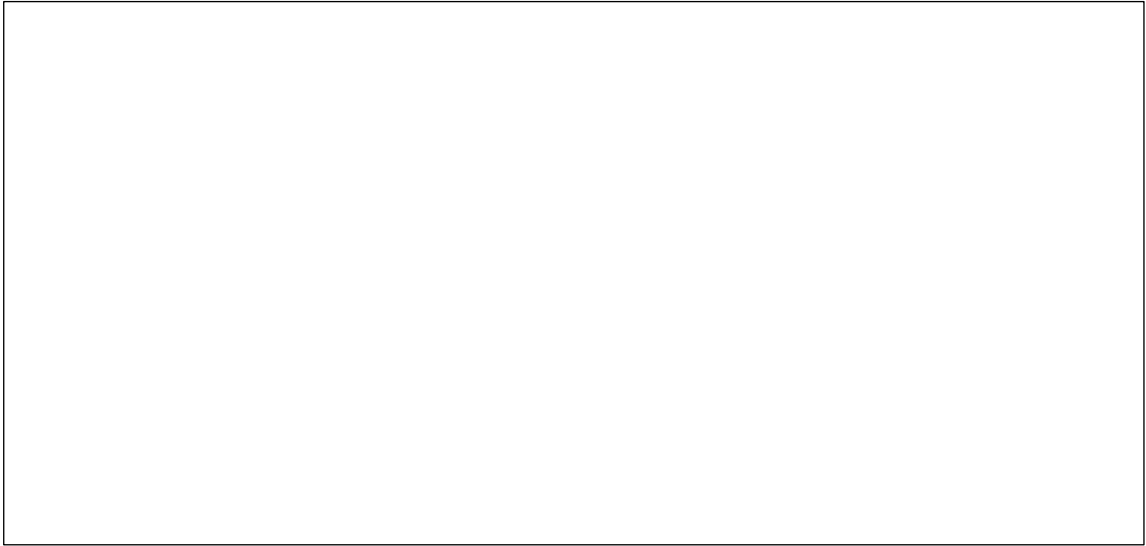
Maximum characters for fillable form is 500, if you would like to provide more information, please provide separate attachments.

Project Title: _____

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

B. How will you spend the funds if this grant is awarded?

C. What specific outcomes will be achieved if this project is funded?



D. How does this project demonstrate support of the mission statement of the ALA?

