



**AMERICAN
LEGION
AUXILIARY
FOUNDATION**

Ensuring Our Mission of Service Endures

Veterans Creative Arts Festival Grant Application

The purpose of the Veterans Creative Arts Festival (VCAF) Grants is to aid in the well-being of individuals eligible for VA benefits (veterans, active military, military families). If your unit or department hosts a local Veterans Creative Arts Festival or offers art therapy courses in partnership with a participating National Veterans Creative Arts Festival VA medical facility, grant funds may be awarded for needs that contribute to these efforts.

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 individuals eligible for VA benefits (veterans, active military, military families) by introducing them to art therapy.
- Grants will be awarded only for programs that are in partnership with a participating National Creative Arts Festival VA Medical Facility.
- Grants can be awarded up to \$2,500.
- Applicant can only be awarded one VCAF grant in a 12-month period based on the last award date of the previous VCAF grant.
- Awarded funds must be expended by the grantee within 12 months of the grant award.
- The applicant cannot have another outstanding VCAF 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.)
- The applying ALA entity must be in good standing with the ALA in accordance with the IRS guidelines at time of application.

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 for 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 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 guidelines, 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 Veterans Creative Arts Festival 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 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 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 Creative Arts Festival Grant Application?

Save this document if changes are necessary at a later date. Please email the completed **VCAF 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 VCAF application
2. ALA Entity's W-9 form completed, signed, and dated in the current year

Section A – ALA Unit, District, County Department

ALA Unit, District, County (if applicable): 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: margie123@gmail.com

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

Department President Name: Mae Questel Department President Email: questel456@gmail.com

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

Name of VA Medical Facility partnering with ALA entity for this VCAF event: Roudebush VA Medical

Section B – Event Date and Amount Requested

Event Date: April 25, 2024

Amount Requested (\$500 - \$2,500): \$ 2500

Section C – 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. Photos from event are required.

ALA Unit 123 will be hosting a creative arts festival at Bash in Carmel on April 25, 2024. We will be partnering with Roudebush VA Medical Center in Indianapolis.

The festival will be advertised on our unit's Facebook and Instagram, it will be included in our monthly e-newsletter, and on Roudebush's Facebook page and in their daily newsletter to patients, The Daily Dispatch. We have also secured 95.5 WFMS to come and do a live radio broadcast during the event.

- B. How many veterans will be participating and how will they be impacted?

We anticipate 100 veterans participating in the festival. We will offer four categories of art that they can choose from - performance, pottery, oil painting, and watercolor. This program will help injured, and recuperating veterans improve fine motor skills, cognitive functioning, manage stress and substance abuse, cope with symptoms of PTSD and TBI, while also improving their sense of self-esteem and overall physical and mental health.

- C. Describe any opportunities or challenges currently impacting the successful production of a local creative arts festival or workshop.

We do not anticipate any challenges at this time. We are looking forward to providing a great day of art therapy for our nation's heroes.

- D. Specific steps you will take to ensure grant funds are well spent.

Our unit treasurer, Betty Boop will manage the grant funds and all of the invoicing. She will make sure that the funds are spent appropriately on art supplies, transportation, venue rental, and awards.

- E. Describe your plans for continuing this effort, if any.

We are optimistic that this event could turn into an annual art festival. We are excited to give the participating veterans the opportunity to have their artwork selected for consideration at the National Veterans Creative Arts Festival.

- F. Anticipated community involvement including promotion, news coverage, entertainment, etc.

As previously stated, we have secured 95.5 WFMS to come and do a live radio broadcast from Bash. They will interview some of the artists and therapists from Roudebush throughout the day. Other than that, all of our promotion for the event will be done on social media and through electronic newsletters to our members and the subscribers of Roudebush's newsletter.

Section D – Budget

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

Budget Item	Amount
Bash Venue Rental	\$ 1500
Van Rental (to shuttle veterans from Roudebush)	\$ 500
Art Supplies (paint, brushes, canvas, clay)	\$ 350
Awards (certificates and trophies)	\$ 150
_____	\$ _____
_____	\$ _____

ALAF Grant Funding Request: \$ **2500**

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank. American Legion Auxiliary Unit 123	
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) ▶ _____ <small>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.</small> <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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See Instructions. 3450 Founders Road	Requester's name and address (optional)
6 City, state, and ZIP code Indianapolis, IN 46268	
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								

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

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.