AMERICAN LEGION | Child Welfare Foundation

Application Procedure and Instructions

P.O. Box 1055 Indianapolis, IN 46206 • (317) 630-1202 • www.cwf-inc.org

The American Legion Child Welfare Foundation (CWF) accepts grant funding proposals from nonprofit organizations for projects which meet the Foundation's basic purpose:

- To contribute to the physical, mental, emotional, and spiritual welfare of children and youth; to aid in **research**, **programs**, and **activities** that benefit the welfare of children and youth.

GRANTING POLICIES

The following are the policies adopted by the CWF Board of Directors which control the Foundation's granting program:

A. A program is considered an activity or set of activities that seek to achieve or complete specific objectives within a certain time that benefits the welfare of children and youth physically, mentally, emotionally, and spiritually.

B. Research for the purposes of a grant is considered an investigation or experimentation aimed at the discovery and interpretation of facts or revisions of accepted philosophies to create new or revised theories that benefit the welfare of children and youth physically, mentally, emotionally, and spiritually.

C. Grants are awarded only to nonprofit, tax-exempt organizations. They are never awarded directly or indirectly to an individual for personal use.

D. Grants are not for regular or day-to-day operating expenses, including office space costs, utilities, insurance, office equipment, advertising, salaries, benefits, fees, and taxes.

E. Grants are not used to pay consultant salaries or fees.

F. Grants must have the potential to help children nationally or at least in a large geographic area.

G. Any one field of interest, such as health or social research, will not be allowed to dominate.

H. Grants will not be given for brick-and-mortar construction of any type.

I. Grants will not be given to match government funds.

J. Grants are not used to defray school expenses for masters or doctoral candidates to perform research for degree requirements.

K. The recipient must use grant funds within one calendar year (January 1- December 31); unless mitigating circumstances cause a delay in which a request for an extension of time may be presented to the Foundation for approval.

L. Personal appearances before the Board of Directors to promote or clarify a grant by the grant application or associates is prohibited.

M. Grants are not awarded for projects that seek to create or reproduce materials or mediums not in English.

SUBMISSION POLICIES

Grant applications may be submitted beginning **May 1st to July 15th** of the current year and must be received in our office no later than July 15th. Our Board of Directors will not consider any applications received after the deadline!

Approval to submit a grant application to the American Legion Child Welfare Foundation is not necessary. Any non-profit believing their organization and grant proposal meets the criteria set forth by CWF is welcome to submit a grant application.

Grant applications must be received in the CWF office by July 15th. Please send all grant funding proposals to the below address. If the July 15th falls on a weekend, the application deadline is the Friday preceding the weekend.

American Legion Child Welfare Foundation, Inc.
700 N. Pennsylvania Street
Indianapolis, IN 46204

Organizations will be notified by email when their grant proposal is received by the Foundation. The email will be sent to the project leader only.

Please limit your proposal to the grant application provided and no more than three (3) additional pages of supporting documentation.

Applications are reviewed for their completeness. Organizations may be contacted if omissions are noted, or clarification is required.

Applications must be typed. Handwritten grant proposals will not be considered.

All applicants will be informed of the status of their organization's grant application by the last week of October.

APPLICATION INSTRUCTIONS

Please be cautioned that the CWF Board will tolerate no deviation from the application format.

If additional space is required in answering any portion of this application, please attach no more than 3 additional separate sheets using appropriate numerical references.

The following numbered instructions correspond with the numbered blanks as they appear on the application. Please refer to these helps as you complete each section.

1. Provide a brief, or working, title of the project.
2. Designate **only one** individual as the **project leader**. The project leader is the specified person responsible for planning, conducting, and supervising the proposed project. The project leader will be the Foundation's primary point of contact. They will also be responsible for keeping the Foundation up to date on the status of the project.
3. Give the name, address, telephone number, and website address of the nonprofit organization. Include your organization's tax-exempt status. You must be a nonprofit organization. Indicate which Section, within the Internal Revenue Code, your organization is listed. A copy of your tax-exempt letter is not required; however, please list your federal ID Number.
4. List the total amount requested for the proposed project.
5. Itemize all other sources of income. List separately all amounts your organization anticipates receiving **specifically for this project**.
6. Provide solid references and contact information. References are very important and may be used by the CWF Board to answer questions regarding both the project and the organization.
7. Outline of the proposed project. In the space provided, describe the project and all its key components. Limit your outline to no more than one additional sheet, if necessary. This outline must include:
   - A statement of need -- Who will the project benefit? How will it assist children?
   - Plan of approach -- How are you going to develop this project?
   - Duration of project -The project must start and be completed during the period of January 1 -December 31 of the grant year.
   - List three goals of the project.
   - Product(s) to be produced Plan of and area for dissemination of the project. How do you plan to get the product(s) into the hands of the persons in need? In what geographical area(s) will the product(s) be available? Include agencies and other means of getting information to individuals in needs.
8. Give your proposed budget. This should be itemized in detail how the grant amount requested will be spent.
   - Total dollar amount must equal amount requested in Item 4.
   - Do not provide your organization's overall budget, just the budget specific to the grant project.
9. Production or Distribution of Product. Answer the questions and provide an explanation, if appropriate.
10. Intellectual Property Rights. Answer the question and provide an explanation, if appropriate.
11. Approval by the executive officer of the institution or agency in which the project is to be carried out.
12. The Conditions of Grant (page 5) must be signed and dated, or the grant funding proposal will not be considered! The Conditions of the Grant are as follows.
    - The sum awarded will be expended solely for the support of the project described during the grant project year (January 1 – December 31).

- The financial officer and the project leader, respectively, will furnish annual reports of expenditures and of work accomplished under the grant to the American Legion Child Welfare Foundation, Inc. The annual report of the project leader will include a concise statement of the work performed and its results, preferably in non-technical terms for lay consumption. Copies of receipts or a statement of charges are required for any item(s) listed on expense sheet that exceed $100.00. A copy of the check written for services will be sent if receipts or statement of charges are not available or have not been obtained. All documentation submitted must be within the dates of the grant project.
- All reports of work accomplished with the support of this grant and the finished product(s), service(s), event(s), and/or grant(s) will acknowledge such support to the receiving recipient(s).
- If the project leader leaves the institution or agency before the completion of the project, the grant will terminate unless arrangements satisfactory to the American Legion Child Welfare Foundation, Inc. have been made. Immediate notification is required, by letter or email, to the Foundation.
- At the completion of the project, or when the grant is otherwise terminated, the unexpended balance of the sum granted will revert back to the American Legion Child Welfare Foundation, Inc.
- Other procedural conditions will be mailed to you if your grant request is approved. These additional requirements, i.e., budget reviews, grant disbursing policies, progress reports and final reports, are in line with the granting procedures of all conscientious and reputable granting institutions. Failure to meet procedural requirements for the grant may result in CWF not giving consideration to your organization's future grant proposals.
- Policies attached and pertaining to the grant application have been carefully read and understood. Violation of any policy or number of policies will cause your grant to be terminated. If this occurs, you will be required to return the full amount of all monies dispensed by the American Legion Child Welfare Foundation for said grant.
- These Conditions of Grant shall be binding upon the organization receiving the grant as the Grantee.

13. The Conditions of Grant must be the original form.

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(Please read application instructions carefully.)

PROJECT

Title

PROJECT DIRECTOR

Name	Title
Work Phone	**Work Fax**
Email Address	

ORGANIZATION

Name		
Address		
City	**State**	**ZIP Code**
Phone	**Fax**	
Website		
Income Tax Status	**Federal I.D. Number**	
Internal Revenue Code Classification (Section)		

FINANCES

Amount Requested
List other income or support (current or pending)

REFERENCES

List name, address and phone number of two people familiar with the intent of project

ONE-PAGE OUTLINE OF PROPOSED PROJECT

Be concise and address all items listed under #7 on the “Application Instructions” sheet.

PROPOSED BUDGET

Amount

PRODUCTION OR DISTRIBUTION OF PRODUCT

Question # 9A: Will the Project involve the production or distribution of a product?

☐ Yes ☐ No

If you answered No, continue to part 10 without completing the remainder of this part 9. If you answered Yes, continue to the next question.

Question # 9B: Will the product produced or distributed in connection with the project be sold?

☐ Yes ☐ No

If you answered No, continue to part 10 without completing the remainder of this part 9. If you answered Yes, provide the explanation requested below.

Explanation Requested: Most of the funding that the Foundation provides is for projects involving the production or distribution of a product that has a certain public benefit. Generally, the beneficial impact is greater if the product is widely available, free of charge. The Foundation generally does not approve applications for projects involving a product to be sold. Explain the facts and circumstances surrounding the sale of the product involved in the project and address the expected effect that charging for the product will have on the impact of the project.

Explanation:

If deemed appropriate, the Foundation may propose that the sale price and/or the sharing of receipts from sales be addressed in a separate document, mutually agreeable to the Foundation and the applicant.

INTELLECTUAL PROPERTY RIGHTS

Will the project involve the production or distribution of a product, all or any part of which might be the basis for a claim of trademark, service mark, copyright, right to license or other intellectual property right?

☐ Yes ☐ No

If you answered No, continue to part 11 without completing the remainder of this part 10. If you answered Yes, continue to the explanation requested below.

Explanation Requested: When the Foundation provides funding for projects involving the production or distribution of a product, the product itself or some part of it might be the basis for a claim of trademark, service mark, copyright, right to license or other intellectual property right (collectively, "Intellectual Property Rights"). Explain the facts and circumstances surrounding the product involved in the project and any Intellectual Property Rights possibly related. Address the effect that such Rights might have on the impact of the project and how you propose to handle such Rights.

Explanation:

If deemed appropriate, the Foundation may propose that Intellectual Property Rights be addressed in a separate document, mutually agreeable to the Foundation and the applicant.

APPROVAL OF ORGANIZATION

EXECUTIVE OFFICER	PROJECT DIRECTOR
Name	Name
Signature	Signature
Title	Title

CONDITIONS OF GRANT

It is understood that any grant made as a result of this application is subject to the following conditions:

1. The sum awarded will be expended solely for the support of the project described.
2. The financial officer and the project leader, respectively, will furnish annual reports of expenditures and of work accomplished under the grant to the American Legion Child Welfare Foundation, Inc. The annual report of the project leader will include a concise statement of the work performed and its results, preferably in non-technical terms for lay consumption. Copies of receipts or a statement of charges are required for any item(s) listed on expense sheet that exceed $100.00. A copy of the check written for services will be sent if receipts or statement of charges are not available or have not been obtained.
3. All reports of work accomplished with the support of this grant and the finished product(s), service(s), event(s), and/or grant(s) will acknowledge such support to the receiving recipient(s).
4. If the project leader leaves the institution or agency before the completion of the project, the grant will terminate unless arrangements satisfactory to the American Legion Child Welfare Foundation, Inc. have been made. Immediate notification is required, by letter, to the Foundation.
5. At the completion of the project, or when the grant is otherwise terminated, the unexpended balance of the sum granted will revert back to the American Legion Child Welfare Foundation, Inc.
6. Other procedural conditions will be mailed to you if your grant request is approved. These additional requirements, i.e., budget reviews, grant disbursing policies, progress reports and final reports, are in line with the granting procedures of all conscientious and reputable granting institutions.
7. Policies attached and pertaining to the grant application have been carefully read and understood. Violation of any policy or number of policies will cause your grant to be terminated. If this occurs, you will be required to return the full amount of all monies dispensed by this Foundation for said grant.
8. These Conditions of Grant shall be binding upon the organization receiving the grant as the Grantee.

CONDITIONS ARE APPROVED AND AGREED TO:

GRANTEE

GRANTEE'S FULL NAME

PROJECT DIRECTOR'S SIGNATURE

DATE