



APPLICATION PROCEDURE AND INSTRUCTIONS

AMERICAN LEGION CHILD WELFARE FOUNDATION
P.O. BOX 1055
INDIANAPOLIS, INDIANA 46206
(317) 630-1202
www.cwf-inc.org



The deadline for the receipt of all applications is July 15 of the current year. Our Board of Directors will not consider any application received after this deadline. All applicants will be informed of the status of their application by the third week of October.

Applications will be accepted for consideration if they meet one of the two following basic purposes for which the Foundation was organized:

1. To contribute to the physical, mental, emotional and spiritual welfare of children and youth through the dissemination of knowledge about new and innovative organizations and/or their programs designed to benefit youth; or,
2. To contribute to the physical, mental, emotional and spiritual welfare of children and youth through the dissemination of knowledge already possessed by well-established organizations, to the end that such information can be more adequately used by society.

GRANTING POLICIES

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

- A. Grants are **not** made for any of the normal, day-to-day operating expenses of the grantee or expected special operating expenses connected with the grant.
- B. Grants must have the potential of helping American children in a large geographic area (more than one state).
- C. Grants are **not** awarded for more than **one year**. All grants awarded must be started and completed between the period of January 1 and December 31. However, should unusual or unanticipated circumstances result in failure to complete a project within the one-year period, nothing in this policy statement should prohibit consideration of a request for a Board approved extension of time with respect for the continuation and completion of the current project.
- D. Grants are made only to tax-exempt organizations and agencies. Grants are never awarded directly or indirectly to an individual for his or her personal use.
- E. Grants will not be given for construction of any type.

APPLICATION INSTRUCTIONS

- F. Grants will not be given to match government funds.
- G. Grants are never given for personnel expenses, i.e., salaries, insurance, fringe benefits, or for the purpose of coordinating seminars or training programs, i.e., lodging, travel, food, materials.
- H. Our grants are not to defray school expenses for masters or doctoral candidates to perform research for degree requirements.
- I. Helping the children of this nation is our primary concern. We do not fund programs that fail to meet the basic criteria of direct benefit to the children of America.
- J. Grants are not awarded for projects that seek to create or reproduce materials or medium in a language other than English.
- K. Grants are not given to purchase equipment for the purpose of conducting research, seminars, or to add to the existing equipment of an agency or organization.
- L. Grants are never made to pay salaries or fees for consultants, secretaries, or other clerical-type help.
- M. Grants are not given to cover such costs as storage, computer time, telephone, analysis or the cost of office space rental.
- N. Personal appearances before the Board of Directors for the purpose of promotion and/or clarifying a grant by the grant applicant or associates are prohibited.

SUBMISSION POLICIES

Grant applications may be submitted beginning May 1st.

Organizations will be notified in writing when their grant proposal is received by the Foundation.

Please limit your proposal to the grant application provided and no more than three (3) additional pages of supporting documentation. NOTE: The Board of Directors may actually view a preponderance of information negatively.

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

Applications must be **typewritten/word processing**, or if you prefer, this application form may be downloaded and data entered using a word processing program for completion.

However, please be cautioned that the Board will tolerate no deviation from the application format.

If additional space is required in answering any portion of this application, please attach a separate sheet 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. Do not list more than one project leader.
3. Give the name, address, telephone number, FAX number and Web address of the nonprofit organization. Include your organization's tax-exempt status. You must be nonprofit. 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 incomes. List separately all amounts your organization anticipates receiving **specifically for this project**.
6. Provide solid references. References are very important and may be used by the 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 it will assist children?
 - Plan of approach -- How are you going to develop this project?
 - Duration of project -- REMINDER: Projects must be started and completed during the period 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 need.

8. Give your proposed budget. This should be itemized in detail. List in detail how the grant amount requested will be spent. NOTE: Total dollar amount must equal amount requested in Item 4.
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. The signature of this person indicates approval of the application.
12. The **Conditions of Grant** (page 5) **must be signed and dated** or the application will not be considered! The Conditions of Grant must also be the original form.
13. Mail or deliver your application Postmarked not later than July 15th to:
American Legion Child Welfare Foundation, Inc.
The American Legion
PO Box 1055
Indianapolis, IN 46206

Street Address:
700 N. Pennsylvania Street
Indianapolis, IN 46204



**AMERICAN LEGION
CHILD WELFARE FOUNDATION, INC.**
P.O. Box 1055
Indianapolis, Indiana 46206



PROJECT APPLICATION

(Please read application instructions carefully.)

1. **Title of Project:** _____

2. **Project Director's Name:** _____

Title: _____

Telephone: (work) _____ **(FAX)** _____

Email Address: _____

3. **Organization's Name:** _____

Address: _____

City, State, and Zip Code: _____

Telephone: _____ **(FAX)** _____

Web Address: _____

Income Tax Status: _____ **Federal I.D. Number:** _____

Internal Revenue Code Classification (Section): _____

4. **Amount Requested: \$** _____

5. **List other income or support (current or pending):** _____

6. **List name, address and phone number of two people familiar with the intent of project:**

7. **One-page outline of proposed project. Be concise and address all items listed under #7 on the “Application Instructions” sheet.**

8. Proposed Budget:

9. 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.

10. 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.

11. Approval of organization:

Executive Officer:

Project Director:

Name (type or print)

Name (type or print)

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 will acknowledge such support.
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