



# The American Legion of Iowa Foundation



## Mission Statement

The American Legion of Iowa Foundation exists to support The American Legion Department of Iowa and to promote the programs of The American Legion under the four pillars; Veterans Affairs and Rehabilitation, National Security, Americanism and Children and Youth, by providing financial support to organizations serving in those areas.

### Application for funds:

- Applications will be accepted for consideration from nonprofit and governmental organizations for projects that fit within the parameters of the Mission Statement above. The Board of Directors will have final determination of that criteria.
- Funds may be requested for support for one year or a single project. Renewal applications for succeeding years will be accepted and considered in competition with new applications.
- Applications may be submitted either electronically to [foundation@ialegion.org](mailto:foundation@ialegion.org) or by mail to: The American Legion of Iowa Foundation, 720 Lyon, Des Moines, 50309. Applications must be received electronically or postmarked no less than 30 days prior to the announced deadline.
- All awards will be made to the applying organization, not to an individual. If required by the applicant organization, indirect (administrative) costs not to exceed 10% of the direct costs will be allowed. The indirect costs must be shown as a separate line item.

### Review Procedure:

- Complete application online and email or print and mail to the addresses above. An email will be sent to you acknowledging receipt of your application.
- Applications will be reviewed by the Board of Directors of the Foundation during their annual meeting. Determination of final grant awards will be based on merit and funds available. The Board will have final determination in making the awards. The Board may grant awards in the full amount or partially or may deny funding entirely.
- Applicants will be notified within 15 days following the annual meeting of the decision by the Board of Directors. Applicants whose proposal was denied may resubmit applications in the future.



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## **Awarding of Grants**

- Grant awards will be accomplished through personal delivery of the award by a member of the Board of Directors. Arrangements will be made between the Director and the responsible individual from the application for that delivery.
- Applicants may be invited to the American Legion of Iowa Department Convention to receive their grant. If grant timelines require earlier delivery, arrangements will be made to accomplish that but it is expected that the invitation will be honored regardless.

## **Required Reporting**

- At the conclusion of the project, awardees are required to submit a formal final report. The report should include a narrative description along with a financial summary and pictures. Pictures should be action shots of the project's results in use.
- For projects of a permanent nature, appropriate credit is to be given to the Foundation in the form of a permanent plaque or plate attached to the project in a visible location.
- For those grants that result in a student scholarship, names and contact information for the students receiving the scholarship are to be supplied to the Foundation.
- If your project is mentioned in public relations materials, please credit The American Legion of Iowa Foundation using the following acknowledgment: "This project was supported by a grant from The American Legion of Iowa Foundation".
- The progress report is due back to The American Legion of Iowa Foundation within 45 days of the completion of the project along with any unexpended funds pertaining to the project. Make checks payable to The American Legion of Iowa Foundation.



# The American Legion of Iowa Foundation Grant Application



Organization

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Physical Address

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City

State

Zip

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Telephone

Fax

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Email:

EIN

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Name & Title of Contact Individual

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Telephone

Email

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Provide a Short Description of the Purpose of the Applying Organization

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Name of Program or Project for Which Funding is Being Requested

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Amount Requested from The American Legion of Iowa Foundation

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Proposed Grant Period (Beginning and Completion Dates)

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Provide an explanation of the project for which you are requesting funds.

Explain how the funds will be spent to support the proposed project.

Describe the size and characteristics of the group to be directly affected by the project.

How will your community be affected by the completion of the project?

Will there be a dedication ceremony or other media event at the completion of the project? Include name, address and contact phone number for all relevant media outlets.



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## Grant Application



### Proposed Budget

Budget Item

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Does Completion of the Project Depend on Funds from Other Sources?  
If Yes, please explain below.

Yes

No

If awarded, to whom should the check be issued? Checks cannot be issued to an individual.

Organization Name

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Physical Address

_____	_____	_____
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