



MISSION BLUE POST ASSISTANCE PROGRAM GRANT APPLICATION

THE AMERICAN LEGION INTERNAL AFFAIRS & MEMBERSHIP DIVISION

APPLICATION INSTRUCTIONS

**For assistance in completing this application, please contact your department.
You may find their contact information at www.legion.org/departments.**

POST GRANT (Application–Page 3): The Mission Blue Post Assistance Program (PAP) grant is intended to assist posts whose revenue has been negatively impacted from the effects of the COVID-19 health crisis within the community, as well as any government-mandated restrictions. The funds distributed from this grant are to be exclusively used to meet financial responsibilities associated with maintaining post facilities and community presence. Grants are only approved to cover costs and fees associated with mortgage payments, rent, insurance premiums, and/or utilities. Recipient posts are prohibited from using funds to maintain or cover a loss of income from any registered post business (including but not limited to post bars, cantinas, restaurants, etc.), paying post employees, building upgrades or repairs, taxes, fines/fees/penalties, or funding post activities and programs. Posts who meet all the required criteria may receive up to \$2,000.00 from the Mission Blue PAP fund. Department commanders/adjutants are encouraged to complete a Mission Blue grant application on behalf of the post. Applications for this program will be accepted up to July 1, 2022.

QUALIFYING CRITERIA: American Legion posts who meet all qualifying criteria for the Mission Blue grant are eligible to receive up to \$2,000.00. Department commanders/adjutants must certify the applicant post meets the following criteria:

- Must have filed all other required forms and reports as prescribed by the department & national headquarters.
- Must have actively participated in one or more American Legion program(s) within the last 18 months.
- Must have a financial need.
- Must have filed an IRS 990 form within the prescribed due date.
- Must provide documentation indicating that the post is properly incorporated.
- Must have a consolidated post report (CPR) on file.
- Must provide a certificate of insurance for all liability coverage naming The American Legion doing business as (dba) American Legion National Headquarters and the post's department as an additional insured. (Post must submit certificate of insurance declaration showing coverage.)

American Legion posts who do not have a CPR and/or a current certificate of insurance listing the American Legion National Headquarters as an additional insured may still qualify for receiving up to \$1,000.00 in grant funds.

REQUIRED APPLICATION INFORMATION (Application–Page 3): Department leadership must verify that applicant posts meet all the qualifying criteria prior to submission of the grant application. Posts and departments do not need to submit any bills or receipts along with grant applications. The application must be filled out completely and accurately to prevent delays in processing. Grant requests may be completed in the fillable PDF format and sent to departments for verification. **Departments may submit endorsed applications to national via email (ia@legion.org).** Any questions regarding this grant should be directed to the Internal Affairs & Membership Division.

APPROVAL SIGNATURE OF GRANT APPLICATIONS: Upon review, if additional information is needed, the department will be contacted. If the application is properly completed and all qualifying criteria and requirements are met, the Internal Affairs & Membership Division will endorse the application and forward a request for funds to the Finance Division. After review and approval by grant administrators, a check will be issued and forwarded to the department headquarters to disburse to the applicant post along with a grant fulfillment letter which will also include reporting instructions.

If any of the above steps have not been taken, the application will be returned to the department headquarters for further amendments or clarification. Applications not approved will be returned to the department headquarters with reasons for disapproval, who should then notify the applicant post.

REPORTING REQUIREMENTS: Posts are required to submit a true and accurate report outlining how the grant funds were used (mortgage, rent, insurance premiums, and/or utilities) within **six months** of the check issue date. A copy of the report will be included within the grant fulfillment package sent to department. This report should be reviewed by department headquarters prior to forwarding it to Mission Blue administrators at national headquarters.

ADDITIONAL INSTRUCTIONS

1. This form contains a post information section to be completed by the post and a department verification section to be completed by department. Both sections must be completed in full. Departments will need to review the instructions and information within this document with the applicant post prior to endorsing the grant application.
2. Departments will need to obtain the necessary records to verify all qualifying criteria have been met. These are only needed for the department verification process and additional records do not need to be sent to national headquarters along with the application. The only items necessary for submission to national are the endorsed application and a copy of the certificate of insurance naming national headquarters as additional insured. If additional information is needed for the review process, a grant administrator will contact the department.
3. Departments will need to verify that the applicant post **has not received funds** from the Small Business Association (SBA) Paycheck Protection Program (PPP). This is a joint program between the federal government and private lending institutions that provide grants and/or loans to small businesses during times of crisis. Many of the approved expenses for that program also coincide with the approved expenses for American Legion Blue grants.
4. Mission Blue grants are strictly for assisting posts with facility related expenses (as outlined in Resolution 36, October 2020). such as insurance, rents, mortgage, utilities, etc. Bills, receipts, and itemized expenses are not required with this application nor when submitting the grant usage report.

REMINDER: Mission Blue PAP grants ARE NOT provided to cover costs or lost revenue associated with any post business, such as bars, cantinas, pubs, restaurants, club rooms, etc.

5. Ensure all sections of the application are complete and all requirements have been verified by the department headquarters.
6. Applications must be submitted via email or online to national headquarters by departments for approval. All applications sent directly to national headquarters by any means will be returned to the appropriate department headquarters without review or action.
7. If you have questions concerning the Mission Blue grant and application, please contact the Internal Affairs & Membership Division.

Before sending a Mission Blue PAP application to The American Legion National Headquarters, did you:

- Verify the applicant post has met all the required criteria for grant consideration?
- Complete all sections of the application?
- Attach the certificate of insurance showing national as additional insured?
- Sign and date the application?

[ATTENTION POSTS – Please Do Not Email Directly to National Headquarters](#)

The American Legion
Mission Blue Post Assistance Program
PO Box 1055
Indianapolis, IN 46206
(317) 630-1330
Email: IA@legion.org

This form may be reproduced as needed



MISSION BLUE POST ASSISTANCE PROGRAM GRANT APPLICATION

THE AMERICAN LEGION

INTERNAL AFFAIRS & MEMBERSHIP DIVISION

POST INFORMATION:

Post Legal Name: _____ Post #: _____ Dept.: _____

Post Officer Requesting Grant: _____ Title: _____

Post Mailing Address: _____ City, State: _____ ZIP Code: _____

Phone: _____ Email: _____ EIN: _____

Has the post ever received a Mission Blue grant? Yes No Amount received: \$ _____ Amount requested: \$ _____

The annual Consolidate Post Report (CPR) and a valid Certificate of Insurance are required by posts in order to receive grant funds totaling up to \$2,000.00. If one or both of those items are not filed with national headquarters, then only grant funds up to \$1,000.00 total may be awarded.

If a post is a recipient of a Mission Blue PAP grant and would like to be contacted by staff from The American Legion National Headquarters to publicly share your story of how The American Legion assisted you, please indicate below. Your testimonial will be used in print, marketing and online American Legion mediums to promote fundraising efforts. Grants such as these are made possible from donations to support ongoing assistance for American Legion Posts, veterans, and their communities. **Accept Decline**

NOTE: DECLINING TO PARTICIPATE WITH AMERICAN LEGION MEDIA WILL NOT ADVERSELY AFFECT THE EVALUATION OF YOUR GRANT APPLICATION.

FOR DEPARTMENT HEADQUARTERS USE ONLY:

Department Officer: _____ Title: _____

Phone: _____ Email: _____ Amount requested: \$ _____

Department Headquarters certifies that the applicant post has met all the following criteria to receive Mission Blue grant(s) up to \$1,000.00 (Must check all for post to be considered for grant approval.)

<input type="checkbox"/>	All national and department-required annual forms have been submitted for the upcoming year.
<input type="checkbox"/>	The post is a properly incorporated business within its home state.
<input type="checkbox"/>	The post has not received any funds via the Small Business Association (SBA) Paycheck Protection Program (PPP).
<input type="checkbox"/>	The post has filed their annual "Return of Organization Exempt from Income Tax form 990 and any other official forms as mandated by their respective state.
<input type="checkbox"/>	The post agrees to use all funds dispersed by this grant to cover only approved expenses AND will provide a report to department demonstrating how those funds were used within 180 days of receipt of funds or no later than February 28, 2022. (NOTE: Department will need to relay all reports back to Blue PAP administrators at national headquarters.)

Department Headquarters certifies that the applicant post has met all the following criteria to receive Mission Blue grant(s) up to \$2,000.00 (Must check all boxes above and both boxes below for post to be considered for approval of this total amount.)

<input type="checkbox"/>	The Consolidated Post Report (CPR) for the current calendar year has been submitted to national headquarters.
<input type="checkbox"/>	The post is properly and adequately insured with the national headquarters listed as a 3rd party additionally insured.

DEPARTMENT OFFICER: Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Title: _____ Date: _____

This form should be sent to national headquarters for processing following department endorsement.

FOR NATIONAL HEADQUARTERS USE ONLY:

PROGRAM ADMINISTRATOR: Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Title: _____ Date: _____

APPROVING AUTHORITY: Approve or Disapprove Amount: \$ _____

Signature: _____ Title: _____ Date: _____