



**9/11 Day of Service Grant Application Deadline: Friday, June 30, 2017**

AMERICAN LEGION AUXILIARY  
9/11 NATIONAL DAY OF SERVICE AND REMEMBRANCE PROJECT  
GRANT APPLICATION & INSTRUCTIONS

## Instructions

The American Legion Auxiliary (ALA) will award up to 50 grants of \$1,000 each to American Legion Family entities or organizations working with the ALA across the nation to conduct September 11th Day of Service and remembrance activities, described below. The projects must take place between Friday, September 8, 2017, and Wednesday, September 13, 2017. Grant recipients must provide an additional \$250 in cash or in-kind donations, making the project total \$1,250. **Applications must be received by 6/30/17 and you must use this fillable form that begins on page 3!** Funding for this very limited ALA grant program is provided by the Corporation for National and Community Service (CNCS).

The 9/11 Day of Service projects must benefit veterans, military, and their families and must engage ALA and community volunteers. Each project should involve approximating 30 community and military/veteran members and address one of the following: community reintegration, employment, higher education, housing and community facility improvement, or youth civics education. Each service project must also incorporate a reflection activity in memory of the September 11, 2001, attacks on the United States.

**Who May Apply?** The following organizations with a valid tax identification number may apply:

- an American Legion, American Legion Auxiliary, or Sons of The American Legion department, district, unit, squadron or post
- a national or local non-profit organization, volunteer center, or faith-based organization
- a youth organization, K-12 school, school district, or public or private college or university
- a government agency or state service commission
- an AmeriCorps, Senior Corps, or Learn and Serve America program

The applicant must either be an ALA entity (unit, district/county, department) or demonstrate that it is collaborating with an ALA entity to implement the grant service project. If the applicant is not connected to an ALA entity, please contact [CommunityService@ALAforVeterans.org](mailto:CommunityService@ALAforVeterans.org) for help identifying an ALA entity with whom you can collaborate. The applicant and the ALA entity must be in good standing with the IRS.

### **9/11 Day of Service Project Options:**

- Community Reintegration:** Recruit community service providers and community leaders to ensure that military families that have recently moved into the community feel supported. Applicants will provide: a) a "service providers fair" that provides resources so that veterans and military families can meet people who provide services such as childcare, crisis management, education, employment, financial advice, tax preparation services, food aid, housing help, homelessness aid, insurance, legal assistance, mental health services, substance abuse services, etc.; b) a meet-and-greet with community leaders to give advice on living in the area; c) a "town hall" type Q&A event with community leaders; or d) a combination of any of these.
- Employment:** Recruit leaders and management from the workforce to provide one-on-one advisory sessions to veterans, transitioning servicemembers, and military spouses seeking employment. Including resume review, mock interviews, tips for workplace collegiality, or small group training in workforce "soft skills".
- Higher Education:** Provide resources to deliver a fall semester kick-off event for recipients of the GI Bill. Including sessions on using their GI Bill benefits and additional veterans' benefits, and making connections to off-campus resources, including volunteer opportunities in the community.



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- d) **Housing and Community Facility Improvement:** Improve a dwelling(s) or community facility(ies) utilized by or commemorating veterans, service members, and their families; including light repairs, adaptations, improvements, or beautification to exteriors and/or interiors of residences and community facilities such as veterans' memorial parks or veterans' posts.
- e) **Youth Civic Education:** Recruit veterans to visit elementary and secondary schools to speak to students about service and remembrance, as well as the military and veteran experience. Special effort will be made to engage veterans who served post-9/11. Volunteers will follow [lesson plans about September 11 developed by MyGoodDeed, Inc.](#), and adapt those presentations to include their own "living history".

### **Grant Period:**

Grants will be awarded on a one-time, non-renewable basis for a budget period not to exceed five months, beginning no sooner than July 1, 2017. Activities that are funded must occur between Friday, September 8, 2017, and Wednesday, September 13, 2017. The grant application deadline is 6/30/17!

### **Funding Awards:**

For those grant applications approved, the grant funds awarded will be disbursed in two increments. Half of the grant (\$500) will be disbursed upon receipt of a completed Memorandum of Agreement (MOA) and W-9. The second installment of the grant (\$500) will be disbursed upon receipt of the final report and receipts for the project, due by 5pm ET Friday, October 13, 2017. Grantees can expect grant funds to be issued within five (5) to ten (10) business days following receipt of all requirements for each disbursement.

### **Allowable Use of Funds:**

Funds may be used for: space/facility rental; consumable materials and supplies; purchasing or renting equipment; purchasing building repair and beautification materials such as lumber, paint, roofing, appliances, garden and landscaping materials; refreshments for volunteers; volunteer recognition items; volunteer recruitment and training; speaker fees; local travel for participants; professional services; and any publication and printing for event media and promotion.

Funds may **not** be used for: any fee or payment towards religious services or proselytizing; any lobbying efforts; purchasing alcohol; any costs associated with staff time or benefits/insurances; any calculations to quantify the value of volunteer time; any event entertainment; any fundraising costs; nor any selling or marketing of any organizational goods and services not related to the service project activity.

### **How to Submit the Application:**

The Application must be typed on this fillable form. Save, and attach the PDF to an email, and submit to [CommunityService@ALAforVeterans.org](mailto:CommunityService@ALAforVeterans.org) by 5pm ET Friday, June 30, 2017. **Late applications will not be accepted.** The subject line of the email for submitting the application must state:

- [Applying organization's name, State]: 2017 9/11 Day of Service Application

Confirmation of receipt of your application will be sent within one business day.

American Legion Auxiliary wants to award all the funds; the deadline and time frame is very tight. Please read and follow the instructions carefully as there will not be time for any application "do-overs". The American Legion Auxiliary Foundation will decide the awarding of these grants.

### **Questions?**

For further information, please contact ALA Community Service Program Coordinator Sharon Riegsecker at 202-861-1351 or [CommunityService@ALAforVeterans.org](mailto:CommunityService@ALAforVeterans.org). Applicants are encouraged to participate in one of three conference calls to ask questions and better understand the grant process. The calls will be held on Friday, June 9; Monday, June 12; or Wednesday, June 14. You must pre-register to join one of these conference calls; register at: <http://bit.ly/ALA911DOSGrantCall>.



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**Grant Application**

**1. Lead Organization** *(the organization that will receive the funds and lead the service project)*

Organization's Legal Name

Organization's Name (if known by a name other than the legal name)

EIN/TIN

Address City, State, ZIP

Name/Title of Contact Person

Contact Person's Email Contact Person's Telephone

**2. American Legion Auxiliary Entity** *(if not lead organization, an ALA entity must be part of this project)*

American Legion Auxiliary Entity Legal Name

American Legion Auxiliary Entity Name (if different than Legal Name)

EIN/TIN

Address City, State, ZIP

Name/Title of Contact Person

Email for Contact Person Telephone for Contact Person

**3. 9/11 Day of Service and Remembrance Project Proposal**

Date the 9/11 Service Project will take place: \_\_\_\_\_

Check which of these describes your community. *(Select all that apply.)*

- Urban     Suburban     Rural     Tribal

Indicate below which service activity you plan to offer. *(Select only one.)*

- Community Reintegration  
 Employment  
 Higher Education  
 Housing and Community Facility Improvement  
 Youth Civics Education



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**4. Community Collaborations**

If the lead organization is not an American Legion Auxiliary entity, describe the lead organization's mission, history, and overall goals, plus how the lead organization will collaborate with the American Legion Auxiliary entity listed in Section 2 for this project.(approximately 100 to 250 words)

List and briefly describe any additional partnerships you intend to utilize or form for this project.

Explain the project, the need for this project, the demographics of your community, and how the project activities will impact your community.

Outline your plan to promote your project activities and engage the media to maximum community impact.



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5. Volunteer Recruitment and Engagement

Briefly describe your organization's experience recruiting and managing volunteers, your plan to recruit volunteers from the military and veteran communities and civilian communities for this project, and your intention to engage these volunteers long term.

[Empty box for volunteer recruitment description]

List the number of volunteers you intend to recruit and engage for each category. (Only count volunteers once.)

Table with 2 columns: Recruit New Volunteers, Engage Current Volunteers. Rows include: Volunteers who are veterans, Volunteers who are current servicemembers, Volunteers who are immediate family members of veterans, Volunteers who are immediate family members of current servicemembers, Civilian volunteers.

6. Budget (Be sure to fill out both budget sections below, describing how the funds will be used.)

a) Describe the purpose for which the \$1,000 grant funds will be used; list the items/group of items and amounts for each type requested expense, e.g. contracted services or type items to be purchased.

Table with 2 columns: Budget Item, Amount. Includes Total Grant Funds Amount Requested (cannot exceed \$1,000) = \$1,000.

b) List the amount of matching funds (minimum \$250) and purpose for which the match amount will be used.

Table with 2 columns: Budget Item, Amount. Includes Total Match Amount (must be at least \$250).

\$1,000 grant request plus at least \$250 required match = TOTAL Grant Application: \$1,250

List, describe any additional expenses and/or donated items you expect to have for the project activities.

[Empty box for additional expenses and donated items]

[End of Application – Email this PDF as instructed and submit by the deadline of 6/30/17!]