



Local Veterans Creative Arts Festival

Mini Grant Application

Application Date: _____

The purpose Veterans Creative Arts Festival (VCAF) Mini Grants is to aid in the therapeutic well-being of veterans by introducing them to art therapy. Whether used for workshops, preparation for, or facilitation of local competitions which feed into the National festival, grant funds may be requested for any need that contributes to this effort.

Name of person submitting request: _____

Phone Number (____) _____ **Email Address:** _____

Responsible Department: _____

Name of Department VA&R Chairman: _____

Name of Affiliated VA Medical Facility: _____

Contact name of responsible party at VA: _____

Grant check will be made payable to your department and sent to the Department Secretary, so please notify her of your application.

Summary of purpose for which grant funds will be used: _____

Amount requested (between \$500-\$2,500) \$_____

Date of VCAF event or activity/event for which funds are requested: _____

Instructions:

In order to consider your request for funds, completion of the above information and a **separate document answering the questions below must be submitted**. Please submit your request at least **EIGHT WEEKS** prior to your event.

Describe in detail your plan for organizing & executing a local veterans creative arts festival OR a veterans creative arts workshop or related activity. This includes a **proposed budget between \$500 to \$2,500. The budget should include what you will spend the money on (transportation, venue, craft items, prizes, etc.), date of the event, staffing plan (volunteers) and other logistics.**

In your own words, briefly detail the relevant information requested:

- A. Any opportunities, challenges, etc. currently impacting the successful production of a local creative arts festival or workshop.
- B. Specific steps you will take to ensure grant funds are well spent.
- C. Date/timeline in which your activity/event will take place.
- D. Describe your criteria for success. What is the desired outcome?
- E. Describe your plans for continuing this effort, if any.
- F. Project budget, including income, if applicable.
- G. Significant partners or additional funders, if applicable.

More...

If you are awarded a grant

Disbursement of Funds:

- If your grant request is approved, you will be notified from National Headquarters by phone. At that time, the grant funds will be submitted for payment from ALA Foundation to your department.
- Grant check will be made payable to your department, and sent to the attention of your Department Secretary, so it is important that you inform her that you have applied. Each department has their own methods for disbursing these funds, so you will have to check with your Department Secretary for more details.
- In order for your department to be eligible for future grants, the responsible party (most likely you,) must submit a post event/post activity report to VA&R@ALAforVeterans.org within 30 days of your funded activity. This form will be sent to your department secretary with the grant check, and is also available on the VA&R page at ALAforVeterans.org
- When you submit your report (whether by U.S. Mail or e-mailed to VA&R@ALAforVeterans.org, please send a few pictures demonstrating how the funds were used, including information about who/what is depicted in the photos.

Please email completed application and narrative to VA&R@alaforveterans.org, FAX to 317-569-4502, or mail to VA&R Program Coordinator, ALANHQ 8945 N. Meridian Street, Indianapolis, IN 46260.

For National Headquarters use only:

1. Grant funds APPROVED NOT APPROVED by National VA&R Chairman Date: _____

2. Check in the amount of \$ _____

Made payable to Department of _____

Submitted for approval to ALAF on _____ (date)

3. Release funds to Department from Account # 005-01-125-7020-162.001

Signed: _____
ALA National Treasurer for the American Legion Auxiliary Foundation Date

4. Sent c/o Department Secretary with ____ attachments on _____ (date)

Post event/activity report due on _____ (30 days after event/activity)