**Children & Youth Special Grant American Legion Auxiliary Department of North Carolina**

**Application Procedures & Instructions**

The Deadline for the re4ceipt of all applications is December 15, 2018 (1st deadline)and April 15, 2019 (2nd deadline). The granny applications will be reviewed in the order they are received. Grants will not be considered after the final deadline. There will be four (4) grant awarded at $500 each.

The application must meet the following basic requirements:

1. Contribute to the emotional, spiritual and educational welfare of all children through the efforts of the ALA unit that promotes Americanism, general pride to be an American, and respect for the active duty service members and their families.
2. Provide fun, educational, and meaningful activities for all children. Please note that the grant is no longer limited to military children
3. A complete & comprehensive explanation of the event, date, & activities for which the grant is being requested and the estimate of the cost.

**Project Policies**

1. The grant funds are to be used **only** for the materials &/or supplies needed to hold this children’s activity. No money is to be used for unit operating or travel expenses to participate in the program.
2. Expenses will be reimbursed during the year for which it has been requested. A complete, detailed report shall be submitted to the department headquarters for payment no more than 30 days after the event.

**Submission Policies**

1. Please follow deadlines for submission.
2. Units will be notified in writing when their Grant proposal is received by the Finance Committee.
3. Please limit your proposal to the project application provided and no more than three (3) additional pages of supporting documentation.
4. Applications will be reviewed for their completeness and clarity of projected project.
5. Applications should be typed.
6. Please follow the directions on the application form.
7. In your supporting documentation , please include:

Amount requested, not to exceed $500.

Outline of proposed project, including key components.

Statement of need- How will this program assist children& support Children & Youth Program.

Plan of approach- How you are going to develop & complete this project.

Application must be signed by two (2) unit members. If the unit president is also the project leader, then the other signature should be of someone familiar with the project.

1. Mail your completed application to: Toni P. Reale 10327 Blackstone Drive Huntersville, NC 28078

Please contact Toni Reale if you have any questions or concerns:

Cell 516-606-1466 or email: grandmareale@gmail.com