



The American Legion, Department of Florida

Children & Youth Fund Initiative

Mail submissions to: P.O. Box 547859, Orlando, FL 32854 Attn: Programs

Phone: 1-800-393-3378

E-mail: btibbs@floridalegion.org

Purpose:

Provide financial support to programs and projects that enhance the lives of children in the State of Florida. The organization that is seeking funding must be well established in contributing to the physical, mental, and emotional welfare of children throughout the community of which service is provided.

Funding Policies:

- Funding is determined and provided by the American Legion Florida Children & Youth Fund Board of Directors
- Funds can range to a maximum of \$5,000.00
- Any funds received will be a one-time allotment for the year; Funds are not renewable
- Any funds received must be used between August 1st to July 31st of the awarded year
- All funds must be used directly to benefit the children of the State of Florida
- If you receive a Grant, you must wait two years before reapplying (Ex. You received a Grant in 2019, you cannot apply for another grant until 2021)

Limitations:

- Funding will not match government funds
- Funds are never awarded directly or indirectly to an individual for his or her personal use
- Funds will **NOT** be provided for the following:
 - Individual or personal use
 - Pay for educational expenses for a Master or Doctrinal candidate to perform research for degree requirements
 - Personal or employee expenses, i.e. salaries, insurance, fringe benefits, conducting training programs/ seminars, lodging, travel, or food

Deadline: May 1st of the Current Year

Application Procedures:

- All Youth Fund submissions should follow the written guideline recommendations (see below)
- Project outline should include direct impact on children and specific benefits of project
- Budget figures are recommended only for the project
- References should be individuals with a working knowledge of project and capable of answering questions concerning request for grants.
- The Florida Children & Youth Fund Board of Directors will review all request to see which ones meet the criteria for funding.
- Each year at the Florida Department Convention, the Board of Directors meet to consider requests and announce the recipients.
- Personal appearances before the Board of Directors for the purpose of promotion and/or clarifying a request **must be approved** and scheduled by the Board of Directors.
- All Youth Fund seekers will receive written notification of the Board's decisions. There is no right of appeal



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Guidelines for Submitting Request for Funds (follow all steps applicable)

- **Page Amount: Maximum 10 pages**
- **Requestor Contact Information**
 - Name & Title
 - Organization & Type
 - E-mail Address
 - Phone Number
 - Mailing Address
- **Summary**
 - Give a brief description of the proposed project
 - Make a problem statement that assesses the program/ project's needs
- **Introduction**
 - Provide information about your organization
 - Describe staff and organization's qualifications to receive funding
 - Outline goals and objectives
 - Describe, in detail, how and when goals and objectives will be accomplished
 - Identify participants and the level of involvement in the proposed project
 - Describe community links
- **Program**
 - Describe the program/ project you are requesting funding for
 - Provide amount of request
 - How will requested funds be spent? Include supporting documentation
 - Identify expected program results and expected benefits associated from the request funds
 - Who will benefit from the receipt of the Children & Youth Fund?
 - Was program/ project previously funded by the Children & Youth Fund? Please list Fiscal Year(s) and the amount received
- **Evaluation**
 - What specific measures will be used to document performance data for the project, if it receives funds
- **Budget**
 - Provide total project costs
- **Recommendation Letters**
 - A letter of recommendation **MUST BE PROVIDED** by the sponsoring American Legion **Post**, Sons of The American Legion **Squadron**, and/or American Legion Auxiliary **Unit**
 - The letter must include the date that the sponsorship was approved by the membership of the Post, Squadron, and/or Unit
 - Include the point of contact for the Post, Squadron, and/or Unit
 - Provide letters of support from the community/ agency
 - Provide letters of support from anyone listed as a supporter for the program

Note: If funds are awarded we request a report of the program's accomplishments to be submitted to the Department of Florida American Legion Children & Youth Commission once the program/project has been completed.