

Florida Children and Youth Fund Information for Grant Seekers

**Put together a packet, Guidelines below, and send it to:
Florida American Legion, ATTN: Programs, P O Box 547859, Orlando, FL 32854-7859**

Areas of Interest:

We accept proposals from non-profit organizations in the State of Florida for projects which meet one of the Florida Children and Youth Fund's two basic purposes:

1. To contribute to the physical, mental and emotional welfare of children through the programs of new and innovative organizations designed to benefit youth.
2. To contribute to the physical, mental and emotional welfare of children through program of already well established organizations in the community to benefit youth.

Funding Policies:

1. The Florida Children and Youth Fund grants are awarded for a time period of one (1) year. All grants must be completed (used) between the periods of August 1 to July 31 of the award year. Grants are not renewable.
2. Grants will range from \$500.00 to \$30,000.00. This is determined by the Florida Children & Youth Fund Board of Directors.

Limitations:

1. Grants are awarded only to non-profit, tax-exempt organizations. They are never awarded directly or indirectly to an individual for his or her personal use.
2. Grants are not made for any of the normal, day-to-day operating expenses of the grantee or special operating expenses connected with the grants.
3. Grants will not be given for construction of any type.
4. Grants will not be given to match government funds.
5. Grants are not to defray educational expenses for Master or Doctrinal candidate to perform research for degree requirements.
6. Grants are never given for personnel expenses, i.e. salaries, insurance, fringe benefits, or for the purpose of coordinated seminars or training programs. Specifically, grants are not made to cover lodging, travel nor food expenses, registration fees or per them expenses.
7. Grants are not given to purchase equipment for the purpose of conducting research and seminars.
8. Grants are never made to pay salaries or fees for consultants, secretaries or other clerical type help.
9. Grants are not given to cover such costs as storage, computer time, telephone, analysis or the cost of office space rental.
10. Assisting the children of this State is our primary concern. We do not fund programs that fail to meet the basic criteria of direct benefit to the children of the State of Florida.

Deadlines:

1. Deadline for receipt of applications is May 1st.

Application Procedures:

1. Request for grants submissions should follow written guideline recommendations (see below).
2. Project outline should include direct impact on children and specific benefits of project.
3. Budget figures are required for the project only.
4. References should be individuals with a working knowledge of project and capable of answering questions concerning request for grants.
5. The Florida Children & Youth Fund Board of Directors will review all grants to see which ones meet the criteria for funding.
6. Each year at the Florida Department Convention, the Board of Directors meet to consider grant requests and announce the grant recipients.

7. Personal appearances before the Board of Directors for the purpose of promotion and/or clarifying a grant by the grant applicant of associates are prohibited.
8. All grant seekers will receive written notification of the Board's decisions. There is no right of appeal.

Guidelines for Submitting Request for Grant

(Follow all steps applicable)

1. Summary:
 - a. Give a brief description of the proposed project.
 - b. Make a problem statement of assessment of needs.
2. Introduction:
 - a. Describe staff and organization's qualifications to receive funding.
 - b. Outline goals and objectives.
 - c. Describe in detail how and when goals and objectives will be accomplished (methodology).
 - d. Identify participants and describe their levels of involvement in the proposed project.
 - e. Describe community links.
 - f. Provide information about your organization
 - g. What American Legion Post, Sons of The American Legion Squadron, and/or American Legion Auxiliary Unit is sponsoring this request for grant?
3. Program:
 - a. Describe, with documentation and statistics if available, problems and/or concerns to be addressed.
 - b. Include documentation that will support the proposed project.
 - c. Describe, if any, existing efforts to overcome the problems.
4. Evaluation:
 - a. Describe how accomplishments/failures will be measured.
 - b. A narrative report of the program accomplishments must be submitted to the Department of Florida American Legion Children & Youth Commission Chairman on October 31st, plus a year end report due on July 1st.
5. Future Funding: Explain method of continual funding after this grant is depleted.
6. Budget:
 - a. Line items identifying all financial and in-kind resources needed to operate the proposed project.
 - b. Make sure the components of your work plan are budgeted.
7. Evidence of support: Letters of support from community/agency especially if they are listed as participants.