

**THE AMERICAN LEGION
NATIONAL EMERGENCY FUND**

PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY
NOT FOLLOWING DIRECTIONS COULD DELAY PROCESSING

INDIVIDUAL MEMBER GRANTS: Grants from this fund provide immediate, emergency assistance to The American Legion or Sons of The American Legion *current* members in areas devastated by a declared natural disaster, to include floods, tornadoes, hurricanes, earthquakes and related adverse weather events. You must have been displaced or evacuated from primary residence and had out-of-pocket expenses to provide for food, clothing and shelter. *These funds are not designed for insurance compensation or to cover monetary losses from a business, structures on your property (barns, tool sheds), equipment or vehicles.* Individual members may apply for assistance. Only one grant per household (up to \$3,000) will be approved.

POST GRANTS: Same criteria apply. Post Grants (up to \$10,000) must derive from a declared natural disaster. Substantiating information must provide that The American Legion Post will cease to perform the duties and activities in the community due to losses sustained. A written report from a Post, District or Department officer outlining losses and the impact on community should be provided with the Grant Application. The NEF is not a replacement for insurance. It is the responsibility of each Post to have necessary insurance to sustain operations in the event of damage.

REQUIRED APPLICATION INFORMATION: Department and National Headquarters must have sufficient, documented information to justify the need. The application must be filled out **completely and accurately**. If needed, attach additional sheet(s) for supporting data (photos, receipts for temporary lodging and food, work estimates, etc.). NOTE: Grant requests must be submitted through the proper channels and reach National Headquarters within 90 days of the date of the disaster.

DISTRIBUTION OF COPIES: Applicant will forward original and all supporting documentation to Department Headquarters for processing. Keep a copy of everything for your records. All grant requests must be reviewed and signed by the Department Commander or Department Adjutant before being sent to National Headquarters. **Make sure you have included proper documentation and photos of hardship to help justify the grant request.**

RECOMMENDATION/SIGNATURE OF NEF GRANT APPLICATION: After reviewed by Department, if additional information is needed, the Department will either call or return the application to the individual member or local Post for resubmission. If the application is properly completed, a recommendation will be made and signed by either the Department Commander or Adjutant with the recommended amount, then forwarded to the National Emergency Fund Coordinator for action. When approved by the National Adjutant, a check will be issued and forwarded to Department Headquarters for issuance to the applicant.

If any of the above criteria has not been met, the application will be rejected and returned to Department Headquarters for amendment or further clarification. If the application is disapproved, it will be returned to Department Headquarters who will notify the applicant.

IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF THIS APPLICATION, CONTACT YOUR DEPARTMENT HEADQUARTERS FOR HELP.

