



NATIONAL EMERGENCY FUND APPLICATION

THE AMERICAN LEGION INTERNAL AFFAIRS DIVISION

For assistance in completing this application, or for contact information, contact your department at www.legion.org/departments.

INDIVIDUAL MEMBER GRANTS (Page 2): Individual NEF grants (on page two) may provide immediate emergency assistance to current members of The American Legion or Sons of The American Legion in areas devastated by a declared natural disaster, such as floods, tornadoes, hurricanes, earthquakes and related adverse weather events. Applicant must have been displaced because of damage to your primary residence (or evacuated due to official government order and unable to return to residence because of unsafe conditions or damage) and had out-of-pocket expenses for food, clothing and shelter. These grants are not designed to replace items covered by insurance or to cover losses from a business, structures such as barns and storage sheds, equipment, landscaping, or vehicles. Only one grant is available per household (capped at \$3,000) for each disaster. Members should also apply for assistance from federal or state disaster relief programs found on www.disasterassistance.gov.

POST GRANTS (Page 3): Post NEF grant applications (on page three) are prepared by post officers and must derive from declared natural disasters causing damage to post buildings and restricting use of the facilities for programs. Applications must show that post will cease to perform existing and ongoing American Legion programs in the community due to damages sustained. A written report from a district or department officer outlining losses and the impact on the community should be included with the application. The NEF is not a replacement for insurance. It is the responsibility of each post to have adequate business insurance to recoup lost revenue or inventory. Post grants are capped at \$10,000.

REQUIRED APPLICATION INFORMATION: The application must be filled out completely and accurately to prevent delay in processing. Both the department and national headquarters must have sufficient, documented information to justify the grant. Attach all supporting documents such as photographs, copies of receipts, work estimates and government agency statements. Grant requests must be submitted through the department and reach National Headquarters within 90 days of the date of the disaster. Receipts for food, fuel, clothing, shelter and other expenses dated more than 30 days after the disaster are not emergency related but may be considered with appropriate explanation and documentation. Mandatory evacuation orders from an area are not considered to be emergencies unless damage to home prevents safe return after evacuation order has ended.

DISTRIBUTION OF COPIES: Applicant will forward application and all supporting documentation to department headquarters for processing. Retain a copy for your records. All grant requests must be reviewed and signed by the appropriate department officer before being sent to National Headquarters. Department contact information is located at www.legion.org/departments.

RECOMMENDATION/SIGNATURE OF NEF GRANT APPLICATION: Upon review by department, if additional information is needed the department will contact the applicant. If the application is properly completed the department officer will endorse the application, recommend an appropriate amount, and forward to the National Headquarters. After review and approval by the National Adjutant a check will be forwarded to the department to provide to the applicant.

If any of the above steps have not been taken, the application may be returned to the department headquarters for amendment or further clarification. Applications not approved will be returned with reasons for disapproval to department headquarters who will notify the applicant. In some cases a partial payment may be approved and additional funds granted (not to exceed \$3,000 for members and \$10,000 for posts) if complete documentation is later provided within 90 days of the disaster.

See additional instructions on Page 4.

**The American Legion
National Emergency Fund
P.O. Box 1055
Indianapolis, IN 46206
(317) 630-1330**

This form may be reproduced as needed.



NATIONAL EMERGENCY FUND APPLICATION

**THE AMERICAN LEGION
INTERNAL AFFAIRS DIVISION**

National HQ Use Only

Date Rec'd: _____

Through The American Legion Department of _____

INDIVIDUAL GRANT APPLICATION

MEMBER INFORMATION (For individual grants) For Post Grants, go to Page 3.

DATE OF DISASTER: _____ **TYPE OF DISASTER:** _____ **COUNTY:** _____

Last name _____ First name _____ Legion or SAL Membership No. _____
(Must be current at date of disaster and application)

City _____ State _____ Zip _____ Phone _____ email _____

In order to be considered for a National Emergency Fund grant, the applicant's membership must be current as of both the date of disaster and of this application. The natural disaster must have been named under a federal, state, or city/county disaster proclamation by appropriate civil authority.

Describe damage to primary residence.	Attach supporting documentation such as photographs, repair estimates or FEMA statements.
List dates displaced and location while displaced.	Hotel, shelter, relatives, etc. Provide location and/or address.
Damaged address from which displaced.	Street address of damaged home (not PO Box).
Rental property or owned by member?	Rent ____ Own ____
Emergency expenses. List amounts separately and provide receipts.	Food \$ _____ Lodging \$ _____ Clothing \$ _____ Fuel \$ _____ Other \$ _____ Total: _____
Reimbursements expected. See https://www.disasterassistance.gov/ and enter your zip code.	FEMA \$ _____ State or local disaster assistance \$ _____ Homeowner/Renter's Insurance \$ _____ Other \$ _____ Estimated total relief expected: \$ _____
Household members and their ages.	Adults age 18-69 _____ Adults age 70 and older _____ Minor children age 17 and younger _____ (See TFA, page four.)
Other information.	

I agree that by signing this application I allow The American Legion to use this information for promotional purposes and media related to the National Emergency Fund.

Applicant Signature: _____ **Date:** _____

Upon Signature, this form must be sent to your Department Headquarters, NOT National Headquarters.

FOR DEPARTMENT AND NATIONAL HEADQUARTERS USE:

DEPARTMENT OFFICER: Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Date: _____

NEF ADMINISTRATOR: Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Date: _____

NATIONAL ADJUTANT: Approve or Disapprove Amount: \$ _____

Signature: _____ Date: _____



NATIONAL EMERGENCY FUND APPLICATION

**THE AMERICAN LEGION
INTERNAL AFFAIRS DIVISION**

National HQ Use Only

Date Rec'd: _____

EIN No. _____

Through The American Legion Department of _____

POST GRANT APPLICATION

DATE OF DISASTER: _____ **TYPE OF DISASTER:** _____ **COUNTY:** _____

Legal Name _____ **Post number** _____ **Dept** _____ **EIN (if known)** _____

Post Officer reporting? **Name** _____ **Post office held** _____

City _____ **State** _____ **Zip** _____ **Phone** _____ **email** _____

In order to be considered for a National Emergency Fund grant, the post must demonstrate the loss or temporary suspension of *existing and ongoing* post programs related to the Four Pillars of The American Legion as reported on most recent Consolidated Post Report.

Describe damage to post home.	Attach description and supporting documentation such as photographs, repair estimates or official statements.
Is the post home a leased/rented property or owned by the post?	Rented or leased ____ Owned by membership ____ Owned by town or municipality ____ Did post programs have to meet temporarily at another location? _____
Emergency expenses. List separately and provide copies of receipts or estimates.	Unexpected expenses related to damage \$ _____ Unexpected expenses related to programs \$ _____ Total expenses: \$ _____
Coverage expected.	Post Insurance: \$ _____ Local/federal grants: \$ _____ Estimated total coverage expected: \$ _____
Programs suspended by disaster recovery. Provide copy of most recent Consolidated Post Report.	
Did your post act as an asset to the community?	Describe emergency services provided to community during this disaster.
Notes.	

I agree that by signing this application the post will allow The American Legion to use this information for promotional purposes and media related to the National Emergency Fund.

Post Officer Signature: _____ **Date:** _____

Upon Signature, this form must be sent to your Department Headquarters, NOT National Headquarters.

FOR DEPARTMENT AND NATIONAL HEADQUARTERS USE:

DEPARTMENT OFFICER: Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Date: _____

NEF ADMINISTRATOR: Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Date: _____

NATIONAL ADJUTANT: Approve or Disapprove Amount: \$ _____

Signature: _____ Date: _____

Additional Instructions:

1. This form provides for two applications in one set. Page two is for Individual (member) grant applications. Page three is for Post grant applications. Only one of the two forms is required to be completed; either for an American Legion or SAL member, or for an American Legion post.
2. Written post officer, service officer or FEMA/local authority statements are valuable for both the member and post applications.
3. NEF is strictly for the basic needs of members immediately after a natural disaster, including shelter, utilities, food, clothing and other expenses related to immediate health and safety. Receipts for food, fuel, clothing, shelter and other expenses dated more than 30 days after the disaster are not emergency related but may be considered with appropriate explanation and documentation. Mandatory evacuation orders to identified places of safety (such as school shelters or county/city storm shelters) are also not considered to be emergencies unless damage to home precludes safe return after the weather emergency.
4. NEF does not take the place of homeowners/rental insurance or auto insurance.

NEF will not pay for landscaping, insurance deductibles, loss of business, loss of inventory, internet services, insurance, taxes, transportation (except during evacuation and recovery), previous debt or any expense that does not contribute to the immediate emergency needs of the applicant.

4. The following documents and attachments will speed the NEF application process:

- ✓ Receipts and other supporting documentation of emergency expenses immediately following the disaster.
- ✓ A description and documentation of damages sustained, especially if forced to find temporary shelter.
- ✓ Copy of mandatory evacuation order, if so ordered, and circumstances preventing safe return to home.
- ✓ All expenses and documents that you may wish to be considered.
- ✓ Post applications only--include a copy of the most recent Consolidated Post Report (CPR).

5. Ensure all sections of the application are complete and the appropriate signatures are obtained. By signing the application, you agree that The American Legion may use your information for promotional or media purposes related to the National Emergency Fund.

6. Applications must be sent to your department headquarters for approval. All applications sent directly to National Headquarters will be returned to the appropriate department without review or action. For contact information for your department headquarters, visit www.legion.org/departments.

Before sending a NEF application to your American Legion Department Headquarters, did you:

- Determine that you are current in membership on the date of disaster and on the date of the application?
- Complete all sections of the application and attach all required documents?
- Sign and date the request?
- Make a copy for your records, including all receipts and forms?
- For post grant applications only—did you include your district/department officer’s written report and a copy of the post’s most recent Consolidated Post Report (CPR)?

To protect the privacy of applicants, National Headquarters will not release any information other than to the Department.

Other forms of assistance are available. For state, local and federal assistance programs go to <https://www.disasterassistance.gov/>. If minor children in the household (ages 17 and younger) may be temporarily in need of food, clothing and shelter, The American Legion Temporary Financial Assistance Program (TFA) may also be available to provide up to \$1,500 in additional grants. For information about Temporary Financial Assistance, visit www.legion.org/tfa.

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