

NEF APPLICATION INFORMATION

1. Post can receive up to \$5,000 / Individuals can receive up to \$1,500.
2. Applications are for Legion or SAL members only (Aux need to contact Aux HQ).
3. Make sure the application is filled out completely and properly signed.
4. Make sure you have all supporting documents, including pictures (outside/inside preferred).
5. Send to Department Headquarters, not National. Do not fax, please mail.
6. This is a reimbursement, not an advance.
7. Deadline for National to receive application, 90 days from date of disaster (Jan 27, 2013).
8. Individuals – If you are going to be out for a long time, do not send in too soon.
9. Reimbursement is for shelter, food, gas, and clothing.
10. Attach a letter with number of persons in household and showing approx. amounts if you cannot find receipts. Post, definitely attach a letter.

Shelter

1. Housed at a hotel, receipt expected, if renting, copy of lease/letter showing rental amount.
2. If staying with relatives/friends and paying part of bills, show amount in letter and have person you are staying with write separate letter explaining how you are assisting.

Food

1. Provide receipts when eating out. If receipts not found, show approx. amounts in letter.
2. If staying with someone and assisting with grocery bill, show receipts or approx. in letter.
3. Number of persons in household (#10 above) important for food approximations.

Gas

1. Provide receipts if possible. If receipts not found, show approx. amounts in letter.
2. If no receipts and are approximating, explain (Staying 15 miles from home. Though not allowed back in house yet, going back & forth each day to check on house because worried about looting. Once allowed back in house, going back & forth each day to clean up).
3. Gas for generators (stayed at house to keep generators running).

Clothing

1. Provide receipts if possible. If receipts not found, show approx. amounts in letter.
2. If evacuated from house on short notice and unable to pack clothes and you had to go to a store to buy clothes, note this in application.

POSTS

1. A Post Officer should fill out application.
2. Pictures need to accompany application. Both outside & inside preferred.
3. Insurance (regular & flood).
4. Loss of bar revenue/inventory does not count, but include everything you have in your documents. Everything lost and any estimates (water heater, frig, etc.)
5. A letter needs to accompany application explaining how loss of post/revenue impacts post's relationship with community and post's donations to others (**this is VERY important**).
 - A. Post Hall used by Senior Citizens 2nd & 4th Tuesday of each month / Scouts use hall Monday nights / etc.
 - B. Rent hall out and money used to donate to various organizations (local VA hospital, Boy/Girl Scouts, local Combined Charities/etc.).
 - C. Show loss of rental hall income.

Questions contact Department Adjutant John Baker @ 609-695-5418 or cell 609-439-2017.

Mail TO: THE American Legion, Dept of NJ, 135 W Hanover ST Trenton NJ 08618



THE AMERICAN LEGION

[Home](#) [About](#) [Programs](#) [Services](#) [Members](#) [Media](#)

[Home](#) » [Programs](#) » [Community](#) » [National Emergency Fund](#) » [Eligibility](#)

National Emergency Fund Eligibility

1. Eligibility open to Legionnaires and Sons of The American Legion members (up to \$1,500) Legion Posts (up to \$5,000).
2. Applicant must have been displaced from their primary residence due to a declared natural disaster and provide proof of out-of-pocket expenses.
3. Not meant to replace or repair items, only to meet most immediate needs (i.e., temporary housing, food, water, clothing, diapers, etc.)
4. Does not cover insurance compensation or monetary losses from a business, structures on your property (barns, tool sheds, etc.,) equipment or vehicles.
5. Membership must be active at time of disaster and the time of application.

**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 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 \$1,500.00) will be approved.

POST GRANTS: Same criteria apply. Post Grants (up to \$5,000.00) 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 all 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 ALL 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.**



The American Legion
National Emergency Fund
Application For (Check Only One):

- Individual Member Grant (Circle One) Legion SAL
Post Grant -- Must be Completed by Authorized Post Officer

PLEASE READ INSTRUCTIONS ON COVER PAGE PRIOR TO COMPLETING FORM

DATE OF DISASTER: TYPE OF DISASTER:
(MUST Be Within Past 90 Days) (Must Be Declared Natural County, State Or Federal Disaster)

LOCATION OF DISASTER: CITY COUNTY STATE

Name American Legion Membership ID #
(Last) (First) (MI) (Must Be Current At Date Of Disaster And Application)

Post # Dept. Post Office Held
(For Post Grants Only)

How Long Were You Evacuated / Displaced?
(Note: Must Have Been Evacuated Or Displaced To Apply For Funds. See Instructions.)

Damaged / Evacuated Address Physical Address (Street Address) (City) (State) (Zip)

Current / Temp. Address:

Current Phone # Cell Phone # email Address

Damages / Description Of Loss (Include Supporting Documentation: i.e., Photographs, Repair Estimates, Written Statements, etc.):

List Out-Of-Pocket Expenses Due To Evacuation / Displacement (Must Only Cover Food, Clothing, Shelter, Gas, etc. See Instructions):

Repair / Replacement Estimate: \$ Other Sources Of Reimbursement:
(Insurance, Donations, State/Federal Aid, Other Disaster Funds)
Amount: \$

Applicant Signature: Date:

FOR DEPARTMENT AND NATIONAL HEADQUARTERS USE:

DEPARTMENT: Approve or Disapprove Recommended Amount: \$

Signature: Date:

NEF ADMINISTRATOR: Approve or Disapprove Recommended Amount: \$

Signature: Date:

NATIONAL ADJUTANT: Approve or Disapprove Amount: \$

Signature: Date:

Comments: