WE CARE FOR AMERICA

NATIONAL GUARD
SOLDIER AND AIRMAN
EMERGENCY RELIEF FUND
Standard Operating Procedures (SOP) and Application

Revised and approved by the
EANGUS WCFA Foundation Board of Directors
October 12, 2014
Terms and Conditions for Administering the National Guard Soldier and Airman Emergency Relief Fund:

The EANGUS “We Care for America” Foundation, Inc. (WCFA) offers an opportunity to apply for an emergency grant (referred to hereafter as the “National Guard Soldier and Airman Emergency Relief Fund”) to a current or former National Guard member who is in good standing and is an EANGUS dues paying member. (Life, Annual or Associate) who has experienced a catastrophic financial hardship and/or personal property loss (See examples on page 2). In the absence of funds, grant requests will be returned to the initiator.

Only one grant will be awarded to an eligible member or dual-service family household annually (12 month period after the date of previous awarded grant). A grant will not exceed $500 per award.

The Relief Fund Committee will consist of the Treasurer who will serve as Chair and three members. The Chair of the relief fund will serve as an alternate and three remaining members will be members of the EANGUS “WCFA” Foundation Board. This committee will have oversight of the operation of the fund and will vote on grant applications. The Relief Fund Committee Chair, or Chairman of the Board, will be polled in the event three responses have not been received from the members of the committee after 72 hours.

The National Guard Soldier and Airmen Emergency Relief Fund will be administered by the National Office of the Enlisted Association of the National Guard of the United States (EANGUS) under the direction of the Executive Director.

The EANGUS Executive Director will coordinate the marketing of the emergency relief fund to each State, territory, the District of Columbia and Title 10 to include: State Association, The Adjutant General, State Senior Enlisted Leader (SEL), State Command Sergeant Major (CSM), State Command Chief Master Sergeant (CCM), State Family Programs Director and Wing Family Programs Coordinator.

Eligible members will initiate the National Guard Soldier and Airman Emergency Relief Fund application dated November 10, 2011. The application must be reviewed, approved, and signed by either the State Family Programs Director, Wing Family Programs Coordinator, State SEL, State CSM, State CCM or The Adjutant General.
In addition, the application form must have a signed endorsement letter from one of the above or it will be returned with no action. Requests for grants may be processed via regular mail (USPS), electronic scan attachment or facsimile only. Altered applications or form endorsement letters will not be accepted.

Upon receipt of the grant request and supporting documentation, the EANGUS Executive Director will transmit the request via electronic means to the committee members for voting. All voting will be electronically returned to the EANGUS National Office. Three (3) affirmative responses are required for approval. Upon receipt of the three affirmative responses, the EANGUS Executive Director will issue and mail the check to the applicant at the address provided.

All applicants will be notified of grant approval or denial.

**EXAMPLES OF APPROPRIATE HARDSHIPS:**

Grants may be used for financial hardships related to events such as mobilization, natural disasters, fires and other catastrophic losses. The grants are intended for otherwise non-reimbursable expenses (i.e., not covered by insurance) due to these events and include medical bills, utility bills, rent or mortgage payments, groceries, relocation, shelter due to loss of residence and funeral expenses. Other expenses, not listed here, may be deemed appropriate and approved by the committee.

The goal of the National Guard Soldier and Airman Emergency Relief Fund Committee is to respond to each request within five (5) working days.

For further information about this program and the Enlisted Association of the National Guard of the United States, go to www.eangus.org or call 1-800-234-EANG (3264).

The EANGUS “We Care for America” Foundation, Inc. is an IRS 501(c)(3) charitable organization. The EANGUS “WCFA” Foundation is a separate entity of the Enlisted Association of the National Guard of the United States (EANGUS), a not-for-profit IRS 501(c)(19) military and veteran organization.

Applications, endorsement letters, and all supporting documents can be faxed to (703) 519-3849 or email a scanned attachment to WCFA@eangus.org or send via regular mail (USPS) to EANGUS WCFA at 3133 Mount Vernon Avenue, Alexandria, VA 22305-2640.
Application for Financial Grant - Please Print or Type

PERSONAL INFORMATION – All Items Must Be Completed!!

CURRENT MEMBERSHIP #______________________ EXPIRATION DATE____________________

LAST NAME:_________________________   FIRST:_____________________  MI:________

GRADE/RANK:_____/_____   AGE:_____

EMAIL:__________________________________________________________________________

HOME ADDRESS:___________________________________________________________________

CITY: _____________________________ STATE: _____________  ZIP CODE: ___________

PHONE (HOME#) (          ) ______-_________   (WORK #) (          ) ______-_________

UNIT / WING OF ASSIGNMENT:___________________________________________________________________

Describe hardship and what has led up to it: (attach separate page if additional space is needed):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
“I certify I have read and understand the Terms & Conditions of the National Guard Soldier and Airman Emergency Relief Fund”

Applicant Signature: ________________________________ Date: __________

Amount requested: ________________________________

**Requesting Authority Signature: ___________________________ Title ___________________________

**Requesting Authority Phone#: (________) __________ - __________

Date: ____________________

Email: _______________________________ Fax: (________) __________

**Requesting Authority must be State Family Programs Director, Wing Family Programs Coordinator, State SEL, State CSM, State CCM, or TAG, and application must be accompanied by validating letter from that authority.

Forward to:
EANGUS “We Care for America” Foundation, Inc.
3133 Mount Vernon Avenue, Alexandria, VA  22305-2640
Phone: 703-519-3846        Fax: 703-519-3849
WCFA@eangus.org

Form Dated August 8, 2013. Previous versions will not be accepted.