



A Community of Volunteers Serving Veterans, Military, and their Families

Auxiliary Emergency Fund (AEF) Application Instructions for Disaster Assistance for Eligible American Legion Auxiliary (ALA) Members

An AEF grant may provide emergency assistance to ALA members in areas devastated by a natural disaster. The applicant must have received damage to their primary residence, had disaster-related expenses for essential emergency expenses or temporary shelter immediately following the disaster and/or a recent loss of employment income as a result of the disaster. Grants may be awarded up to \$3,000. One AEF grant per grantee will be awarded in a 12-month period.

What is a Natural Disaster?

A natural disaster is a major adverse event resulting from natural processes of the Earth that may produce great loss of human life or destruction of the natural environment. Any other disaster outside of this scope, such as a structure fire, will need the consensus of the AEF Review Committee to be considered for funding. Examples of natural disasters include floods, hurricanes, tornadoes, wildfires, volcanic eruptions, earthquakes, tsunamis, and other geologic processes.

Basic Criteria for Qualification:

- Applicant must have maintained current & continuous ALA membership for at least 36 consecutive months since their initial join or rejoin date at the time of applying and when a case decision is rendered.
- Application must be received within 3 months of the disaster's initial occurrence.
- ALA junior members are not eligible to apply.
- One AEF grant (disaster or hardship) per grantee will be awarded in a 12-month period.

Required Application Information:

The application must be accurately and completely filled out with all the necessary documentation to prevent delays in processing. Please explain in brief detail the damage incurred to only the interior/exterior of primary residence, household contents/appliances, personal belongings and the essential emergency expenses incurred. AEF will not fund damage to decks, ramps, porches, patios, lanais, gazebos, screened enclosures, docks, fencing, landscaping and/or property accessory buildings. Include photos (max. 20) of damage, paid full copies of essential emergency expenses/invoices (max. 10) within 3 weeks of the disaster of receipt for emergency expenses/repairs, insurance claim/repair estimates, FEMA documents, fire dept. report, driver's license and documentation on a recent loss of employment income due to the disaster from an employer.

Review This Checklist Before Submitting the Application:

- Review the AEF frequently asked questions before starting the application. (<https://www.legion-aux.org/AEF-FAQ>)
- Confirm you have met the ALA member eligibility criteria above to apply for AEF assistance (current member for 36 consecutive months at time of applying and when a decision is rendered).
- Complete **ALL** sections of the application, sign & date. All information must fit on this application.
- Provide structure damage photos (20 max), recent (3-weeks) paid receipts/invoices (10 max) for essential emergency expenses/temporary shelter, insurance claim/repair estimates, FEMA documents, fire dept. report, driver's license and employer loss of employment income. Application and documents must be received in PDF format and attached individually by email to: aef@legion-aux.org. **Documents will not be accepted that are sent via CamScanner, Google Drive, Microsoft Shared Drive, Dropbox, photo(s) or by screenshots.**

Ways to Submit Application & Required Supportive Documentation:

The application and required supportive documentation gathered may be submitted by:

- A. Email: AEF@ALAforVeterans.org (Preferred Method).
- B. Fax to: ALA National Headquarters: (317) 569-4502
- C. Mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

NOTE: Correspondence on your AEF application will be via email, please frequently monitor your email, spam and junk email folders for requests, updates and/or additional information from the AEF program on your application submitted through decision process.

Questions:

If you have questions, please email: AEF@ALAforVeterans.org or call: (317) 569-4500 and request to speak with the AEF program.

Application for Disaster Assistance for Eligible ALA Members

Email application and required documentation to: AEF@ALAforVeterans.org; fax to National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

Member Information:

Member's Full Name: _____

Address at time of disaster: _____

Is this your primary residence? Yes No

Do you own or rent the affected residence? Rent Own

Number of family members in primary residence: _____

Phone Number: _____

Email: _____

Member ID#: _____

Unit Number: _____

Unit Address: _____

Disaster Information

Type of disaster: Fire Flood Hurricane Earthquake Tornado Other

If other, please explain: _____

Date of disaster: _____

Are you still residing in the primary residence? Yes No

If no, please explain current living arrangements: _____

Reimbursement expected from other assistance: _____

FEMA: \$ _____

State/Local Disaster Assistance: \$ _____

Homeowners/Renters Insurance: \$ _____

ALA Unit/Dept. or Other: \$ _____

Please Explain in Brief Detail the Damage Incurred to Only the Interior/Exterior of Your Primary Residence, Household Contents/Appliances, Personal Belongings and/or Loss of Employment Income. (Information must fit in this text box & see page 1 for required documentation. Text box is limited to 1250 maximum characters & no additional narrative pages will be accepted).

List damage to the primary structure only, household contents, appliances, and/or personal belongings:
 (Examples may include: interior/exterior structural damage, furniture, appliances, and/or clothing.)

Item(s)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required Attachments:

Provide structure damage photos (20 max), recent (3-weeks max) paid receipts/invoices (10 max) for essential emergency expenses/temporary shelter, insurance claim/repair estimates, FEMA documents, fire dept. report, driver's license and employer loss of employment income. Application and documents must be received in PDF format and attached individually by email to: aef@legion-aux.org.

Disaster-Related Employment Information:

*Was employment of member lost or suspended due to the disaster? Yes No

If yes, for how long: _____

*Was employment of spouse lost or suspended due to the disaster? Yes No N/A

If yes, for how long: _____

** For loss of employment income, provide documentation from employer. Employment Pay stubs will not be accepted.*

Payment Information:

If awarded, payment can be transmitted by electronic funds (EFT) directly to the member's bank account **OR** a check can be mailed. You must provide a complete mailing address below for delivery of a check. For EFT payment, you must provide the bank name, routing/ABA number, type of account, and your account number.

For EFT Payment: Note: A voided check must be included with the application for payment by EFT.

Name of Bank: _____

Type of Bank Account: Checking Savings

Bank Routing # / ABA#: _____

Account Number: _____

Name Listed on Account: _____

Address Listed on Account: _____

Member's Signature: _____

Date: _____

For Check Payment:

Street Address: _____

City, State & Zip Code: _____

I hereby declare that all information provided is true, accurate, and complete to the best of my knowledge. Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed applications with the required documentation will be presented to the AEF Review Committee for final review and funding consideration within a maximum of 60 days. After 30 days, if the requested information is not provided by the applicant or no response from the applicant, the application will be closed with no decision by the AEF Review Committee. Application must be signed and dated.

Member's Signature: _____

Date: _____