

**THE AMERICAN LEGION  
TEXAS 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 members, *current as of date of application*, 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, shelter, or any other related expense for which there is/was no reimbursement. *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) will be approved.

**POST GRANTS:** Same criteria apply. Post Grants 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 Division Commander outlining losses and the impact on community should be provided with the Grant Application. The TEF 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 Headquarters must have sufficient, documented information to justify the need. The application must be filled out **completely and accurately**, with attached 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 Department Headquarters within 180 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, Department Adjutant and TEF Administrator before funds are released. **Make sure you have included proper documentation and photos of hardship to help justify the grant request.**

**RECOMMENDATION/SIGNATURE OF TEF 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 the Adjutant with the recommended amount, then forwarded to the Texas Emergency Fund Coordinator for action. When approved by the Department Commander, a check will be issued to the applicant.

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

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



# The American Legion Texas 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 PRIOR TO COMPLETING FORM**

DATE OF DISASTER: \_\_\_\_\_ TYPE OF DISASTER: \_\_\_\_\_  
 (MUST Be Within Past 180 60 Days) (Must Be Declared 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)

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

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

\_\_\_\_\_

List Out-Of-Pocket Expenses (Must Only Cover Food, Clothing, Shelter, Gas, etc. Must Include Receipts. See Instructions):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Total Displacement Costs: \$ \_\_\_\_\_

List all other Sources of Reimbursement: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 (Insurance, State/Federal Aid, Other Disaster Funds)

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

Current / Temp. Address: \_\_\_\_\_

How Can We Contact You? Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ email Address

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **FOR DEPARTMENT HEADQUARTERS USE:**

**DEPARTMENT ADJUTANT:** Approve or Disapprove Recommended Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEF ADMINISTRATOR:** Approve or Disapprove Recommended Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT COMMANDER:** Approve or Disapprove Recommended Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_