

**EANGUS WE CARE FOR AMERICA FOUNDATION, INC.**  
**“National Guard Soldier and Airmen Emergency Relief Fund”**

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**For Members of the National Guard**  
**March 8, 2007**

**Standard Operating Procedures (SOP) for Administering the National Guard  
Soldier and Airmen Emergency Relief Fund**

The EANGUS We Care for America Foundation, Inc. (WCFAF) will offer an emergency grant (referred to hereafter as the “National Guard Soldier and Airmen Emergency Relief Fund”) to any member of the Army or Air National Guard (referred to as “eligible member”) **who has experienced a catastrophic financial hardship and/or personal property loss. (See examples on page 2)** The assistance will continue to be made based on availability of funds. In the absence of available funds, requests will be returned to the initiator.

The emergency grant will be disbursed on a first come, first served basis based on funds availability. Only one grant will be awarded to an eligible member or dual-service family household annually (12 month period). A grant will not exceed \$500 per award.

A committee will be chaired by the EANGUS WCFA Foundation Treasurer and four other members. This committee will have oversight of the operation of the fund and will vote on grant applications. At least one member of the committee will be from the business community or from the National Guard Association of the United States (NGAUS), the remaining members will be members of the EANGUS WCFA Foundation Board.

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 is responsible for ensuring the marketing of the emergency relief fund to each State, territory, the District of Columbia and NGB to include: The Adjutant General, State Command Sergeant Major, State Command Chief Master Sergeant, State and Wing Family Programs Managers.

Eligible members will initiate the National Guard Soldier and Airmen Emergency Relief Fund application dated March 8, 2007. The application must be reviewed, approved and signed by the Wing or State Family Programs Manager, State CSM, State CCM or Adjutant General. Applications that do not an endorsement letter from one of the above will be returned with no action. Requests for grants may be processed via regular mail , email or facsimile.

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.

Any denied application will be returned to the applicant with an attached explanation.

**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 expenses 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 Airmen Emergency Relief Fund Committee is to respond to each request within five (5) working days. No commitment should be made to eligible members pending processing by the EANGUS Executive Director.

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

The EANGUS We Care for America Foundation, Inc. is a not-for-profit corporation and 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.

REVISED: March 8, 2007

**Enlisted Association of the National Guard of the United States  
We Care For America Foundation, Inc.  
“National Guard Soldier and Airmen Emergency Relief Fund”  
For Active and Retired Members of the National Guard**

*Application for Financial Grant- Please Print or Type*

**PERSONAL INFORMATION – All Items Must Be Completed!!**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

GRADE/RANK: \_\_\_\_\_ / \_\_\_\_\_ AGE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE# (HOME): (     ) \_\_\_\_\_ - \_\_\_\_\_ (WORK): (     ) \_\_\_\_\_ - \_\_\_\_\_

UNIT / WING OF  
ASSIGNMENT: \_\_\_\_\_

Is the National Guard member currently mobilized? \_\_\_\_\_

Describe hardship (attach separate page if additional space is needed):

Amount requested: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Approving Authority: \_\_\_\_\_ Title \_\_\_\_\_

(Signature)

Approving Authority Phone#: (     ) \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_

\*Approved applications for individuals who are not a member of EANGUS will automatically become a member and their dues will be paid by EANGUS WCFA, Inc.

Forward to:  
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Alexandria, Virginia 22305

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(March 8, 2007)