



Auxiliary Emergency Fund

Application Instructions for Members Affected by Disaster

ALA FL Auxiliary Emergency Fund Disaster Relief may provide immediate emergency assistance to American Legion Auxiliary members in areas devastated by a natural disaster, such as fire, flood, hurricane, tornado, earthquake, or other severe weather. The applicant must have received damage to the **PRIMARY** residence and/or been displaced or evacuated from the **PRIMARY** residence and had out-of-pocket expenses for food, clothing, and shelter. Funds may be awarded up to \$1,200.00. Applications are evaluated on a “Case by Case” basis.

BASIC CRITERIA FOR QUALIFICATION

- The applicant must be an American Legion Auxiliary (ALA) member.
- Applicant must have maintained ALA membership for three consecutive years (the current year and immediate past two years)
- Application must be received within **3 months** of disaster.
- Photos **must** be provided for documentation, as we do not go to members residence.
- Funds may be granted for the damage to the interior/exterior structure damage and HVAC unit to the **vital** living portions of the **PRIMARY** structure, as long as, maintenance and repairs are maintained prior to the disaster.
- Funds may be granted for damaged personal items, household contents, major appliances, and household furniture.
- Funds may be granted for total loss of 1 vehicle, after proof of insurance payment or denial.
- Funds will **NOT** be granted for damages to a secondary or seasonal residence.
- Funds will **NOT** be granted for damages to landscaping, fencing (unless required by codes), and accessory structures, such as pools, pool cages (unless required by codes), patios, sunrooms, screened enclosures, lanais, decks, ramps, docks, boat garage, sheds, detached garages, nonvital portions of the primary structure, and any contents therein.
- Funds will **NOT** be granted for individual or business personal electronics, such as computers, laptops, tablets, phones, printers, etc.
- One grant for either AEF Disaster or AEF Hardship per grantee will be awarded in a 12-month period.

REQUIRED APPLICATION INFORMATION

The application must be filled out completely and accurately to prevent delay in processing. Please explain in detail the damage incurred to the primary residence including roofing, structure, windows, flooring, appliances, furniture, and all contents in the home. Include all supporting documents such as photographs, copies of receipts, work estimates, and government agency documents. If the application is not complete, it may be returned for amendment and or further explanation.

CHECKLIST MUST BE COMPLETED AND SENT WITH THE APPLICATION

- ☐ Confirm you have held membership for three consecutive years (the current year and immediate past two years)
- ☐ Complete **ALL** sections of the application.
- ☐ Provide copies of receipts for emergency expenses incurred including lodging, food/water, fuel, and other.
- ☐ Applicant has read and understands all BASIC CRITERIA FOR QUALIFICATION

SUBMIT APPLICATION

Once application is complete, please e-mail to Finance@alaf1.org or mail to 1912 A Lee Road Orlando Fl 32810

QUESTIONS

If you have any questions, please email Finance@alaf1.org or call secretary @ 407-203-7411

Print Name _____

Signature _____ Date _____

Once application is complete, please e-mail to Finance@alafl.org or mail to 1912 A Lee Road Orlando Fl 32810

Please include a voided check or deposit slip, for verification and accuracy.

Emergency Expenses: Please provide all emergency expenses incurred. *Receipts must be provided.*

Lodging \$ _____ Food/Water \$ _____ Fuel \$ _____ Other \$ _____ (please explain)

Damage to Primary Residence: Please explain in detail the damage incurred including roofing, structure, windows, flooring, appliances, furniture, and all contents in the home. Attach additional sheets as needed to fully explain extent of damage. Include photos, copies of repair estimates, statements from FEMA and/or local law enforcement, etc.

Print Name _____ Signature _____ Date _____