

## MILITARY FRIENDS FOUNDATION NEEDS-BASED GRANT PROGRAM GUIDELINES

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### ELIGIBILITY:

- A current or recently discharged member in good standing, of the Massachusetts National Guard or Massachusetts resident serving in a Reserve Component. Massachusetts' residents who serve in a National Guard in other states are also eligible.
- Currently activated under Title 10 or Title 32 for a minimum of 45 consecutive days or discharged from this service within the last 12 months. Activation must have occurred after September 11, 2009 (Activation shall not include active duty for training in the National Guard or active duty for training as a Reservist in the armed forces of the United States.)
- Discharged under honorable conditions (if applicable).
- Have a 15% decrease or more in total income from the service member's pre-deployment earnings (civilian and standard drill pay) and military pay (base pay plus BAH).
- Require financial assistance in eligible categories (**see below**).
- Have not applied for assistance within the past 6 months. Applications for assistance may be submitted every six months for grants up to \$500 per application.

\*Spouses possessing power of attorney or a family member possessing power of attorney may complete the grant application only if the service member is currently deployed overseas.

### ELIGIBLE CATEGORIES FOR ASSISTANCE:

The Military Friends Foundation provides "Needs-Based Grants" for the following for those eligible:

- Residential rental payments
- Mortgage
- Utilities
- Food Assistance
- Heating Assistance
- Medical expenses directly related to illness or injury sustained during the activation not covered by other sources, not to include transportation.
- Childcare
- Emergency vehicle repairs (3 separate estimates are required to determine cost)
- Vehicle Insurance (on primary vehicle only)
- Car loan or lease payments (on primary vehicle only)
- Phone bills (not including data plans)

Military Friends Foundation does not provide "Needs-based Grants" for the following:

- Bills already paid
- Legal fees or expenses
- Taxes or fees to municipalities
- Funeral expenses
- Child support
- Financing ordinary leave or vacation
- Rent or payment of any kind to relatives
- Liquidation or consolidation of debt
- Cable bills
- Cell phone data plans
- Home improvements or repairs
- Funds to cover bad or overdrawn checks
- Credit card bills
- Other nonessentials
- Any expenses for businesses or secondary homes
- Bills submitted to other assistance programs

### APPLICATION INSTRUCTIONS:

To process your claim, please legibility fill out the *Needs-Based Grant Application* and submit via U.S. Mail along with the following information to the Military Friends Foundation, 121 Mount Vernon Street, Boston, MA 02108:

- For proof of service:
  - Most recent copy of a Leave and Earnings Statement reflecting monthly salary
  - DD214 (If not currently on Title 10 or 32 you must provide both an LES from period of activation and a DD214. You do not need to provide DD214 if you are currently activated.)
- For proof of income:
  - Pay stubs for at least one month's civilian salary (include all full and part-time jobs) within 60 days prior to activation
  - An LES within 90 days prior to activation reflecting pay for four IDT (inactive duty training) periods
  - Civilian pay stubs for at least one month's salary for currently deployed applicants receiving civilian pay ( or a portion of civilian pay) while activated
  - An LES from active duty period indicating the service member's monthly military salary (base pay and BAH)

- For proof of bills/estimates:
  - Copies of most recent bill(s)/estimate(s) prior to application and meeting eligibility categories
  - Bill(s)/estimate(s) in the name of the applicant or the spouse
  - Bill(s)/estimate(s) above \$500.00 may require proof that the applicant has secured the remaining balance for the application to be processed and demonstrate the ability to make payments going forward

NOTE: Bills currently submitted to other assistance programs may not be submitted for consideration by the Military Friends Foundation. There will not be any reimbursement for previously paid bills or expenses.

- Additional information:
  - Signed privacy act release form
  - Copy of government issued ID of applicant and spouse (if married)
  - Power of attorney (if applicant is overseas and the spouse/family member is filing the application)

Please ensure your application is filed correctly. Incomplete applications cannot be processed and will be returned without action to applicant. Please contact the Military Friends Foundation at (617) 733-7994 should you have any questions.

The distribution of grants is based on availability of funds and all grants are subject to the approval of the Board. The Military Friends Foundation reserves the right to request additional information they may require in furtherance of the application. Application guidelines are subject to change without notice.