



ILLINOIS DISASTER RELIEF FUND APPLICATION

THE AMERICAN LEGION DEPARTMENT OF ILLINOIS

INSTRUCTIONS & IDRF GRANT APPLICATIONS

For assistance in completing this application, or for contact information, contact Department Headquarters at www.illegion.org.

INDIVIDUAL (MEMBER) GRANT (Application – Page 3): An individual IDRF grant may provide immediate emergency assistance to current members of The American Legion, Sons of The American Legion (SAL), and American Legion Auxiliary (ALA) in areas devastated by a declared natural disaster, such as floods, tornadoes, hurricanes, earthquakes and related adverse weather events, along with local issues, such as a house fire. The applicant must have a current membership and has been displaced because of damage to the primary residence (or evacuated due to official government order and unable to return to the residence because of unsafe conditions or damage) and had out-of-pocket expenses for food, clothing and shelter. The IDRF grant is not designed to replace items covered by insurance or to cover losses from a business, structures such as barns and storage sheds, equipment, landscaping and/or vehicles. Only one grant is available per household for each disaster or accident and cannot exceed \$2,000. Members should also apply for assistance from federal or state disaster relief programs by visiting www.disasterassistance.gov.

REQUIRED APPLICATION INFORMATION: The application must be filled out completely and accurately to prevent delay in processing. The Department Headquarters must have enough documented information to justify and approve the grant. Attach all supporting documents such as photographs, copies of receipts, work estimates and government agency statements. Grant requests must reach Department Headquarters within 90 days of the date of the disaster. Receipts for food, fuel, clothing, shelter and other expenses dated more than 30 days after the disaster are not emergency related but may be considered with an appropriate explanation and documentation. Mandatory evacuation orders from an area are not considered to be emergencies unless damage to the home prevents a safe return after an evacuation order has ended.

DISTRIBUTION OF COPIES: The applicant will forward the application and all supporting documentation to the Department Headquarters for processing. All grant requests must be reviewed and signed by the appropriate Department Headquarters officer. Please be sure to retain a copy for your records. Department Headquarters contact information is located at www.illegion.org.

RECOMMENDATION/SIGNATURE OF IDRF GRANT APPLICATIONS: Upon review by Department Headquarters, if additional information is needed the Department Headquarters will contact the applicant. If the application is properly completed, the Department Headquarters officer will endorse the application and recommend an appropriate amount. After review and approval by the Illinois Disaster Relief Committee, a check will be issued and forwarded from the Department Headquarters to disburse to the applicant.

If any of the above steps have not been taken, the application may be returned to the Department Headquarters for amendment or further clarification. Applications not approved will be returned to the applicant with reasons for disapproval. In some cases, a partial payment may be approved, and additional funds may be granted (not to exceed \$2,000.00) if complete documentation is later provided within 90 days of the disaster.

ADDITIONAL INSTRUCTIONS:

1. Written statements from post officers, a service officer or FEMA/local authority officials are valuable for both the member and post applications.
2. IDRF is strictly for the basic needs of members immediately after a natural disaster, including shelter, utilities, food, clothing and other expenses related to immediate health and safety. Mandatory evacuation orders to identified places of safety (such as school shelters or county/city storm shelters) are also not considered to be emergencies unless damage to the home precludes a safe return after the weather emergency.
3. IDRF does not take the place of homeowners/rental insurance or auto insurance.
4. The IDRF is available for all current Legionnaires, Sons, and Auxiliary members residing INSIDE the Department boundaries.

IDRF will not pay for landscaping, insurance deductibles, loss of business, loss of inventory, internet services, insurance, taxes, transportation (except during evacuation and recovery), previous debt or any expense that does not contribute to the immediate emergency needs of the applicant.

5. The following documents and attachments will speed the IDRF application process:
 - ▶ Receipts and other supporting documentation of emergency expenses immediately following the disaster.
 - ▶ A description and documentation of damages sustained, especially if forced to find temporary shelter.
 - ▶ Copy of mandatory evacuation order, if so ordered, and circumstances preventing a safe return to home.
 - ▶ All expenses and documents that you may wish to be considered.
6. Ensure all sections of the application are complete and the appropriate signatures are obtained.
7. Applications must be sent to the Department Headquarters for approval. **Do not send to National Headquarters.** For contact information for the Department Headquarters, visit www.illegion.org.

Before sending an IDRF application to the American Legion Department Headquarters, did you:

- ☐ Verify that your membership is current before the date of the application?
- ☐ Complete all sections of the application and attach all required documents?
- ☐ Sign and date the application?
- ☐ Make a copy for your records, including all receipts and forms?

Other forms of assistance are available. For state, local and federal assistance programs go to <https://www.disasterassistance.gov>. If minor children are in the household (ages 17 and younger) and may temporarily be in the need of food, clothing and shelter, The American Legion Temporary Financial Assistance Program (TFA) may also be available to provide a one-time grant up to \$1,500. For information about Temporary Financial Assistance, visit www.legion.org/tfa.

**The American Legion
Department of Illinois
ILLINOIS DISASTER RELIEF FUND
2720 E. LINCOLN ST.
BLOOMINGTON, IL 61704
309-663-0361
hdqs@illegion.org**

This form may be reproduced as needed

**ILLINOIS DISASTER RELIEF FUND APPLICATION****THE AMERICAN LEGION
DEPARTMENT OF ILLINOIS**

Dept. HQ Use ONLY

Date Rec'd _____

Last Year Paid _____

INDIVIDUAL (MEMBER) GRANT APPLICATION

Member Information (For individual grants):

DATE OF DISASTER: _____ TYPE OF DISASTER: _____ COUNTY: _____

Last Name: _____ First Name: _____ *Legion/SAL/AUX Membership No. _____

(*Must be current at date of disaster and application)

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

*In order to be considered for an Illinois Disaster Relief Fund grant, the applicant's membership must be current as of BOTH the date of disaster and of this application. The natural disaster must have been named under a federal, state or city/county disaster proclamation by appropriate civil authority.

Describe damage to primary residence:	Attach supporting documentation such as photographs, repair estimates and/or FEMA statements.
List dates and location while displaced:	Hotel, shelter, relatives, etc. Provide location and/or address.
Damaged address from which displaced:	Street address of damaged home (NO PO BOX).
Rent or owned by member?	Rent _____ Own _____ Other _____, explain other _____
Emergency expenses. List amounts separately and provide receipts.	Food \$ _____ Lodging \$ _____ Clothing \$ _____ Fuel \$ _____ Other \$ _____ Total: \$ _____
Reimbursements expected. See http://www.disasterassistance.gov and enter your zip code.	FEMA \$ _____ State or local disaster assistance \$ _____ Homeowner/Renter's Insurance \$ _____ Other \$ _____ Estimated total relief expected: \$ _____
Household members and their ages:	ADULTS: Age 18-69 _____ Age 70 and Older _____ MINORS: Age 17 and Younger _____ (See TFA Information, page 2)
Other information:	

Upon Signature, this form must be sent the Department Headquarters, **NOT** National Headquarters

Applicant Signature: _____ Date: _____

NOTICE: If you are a recipient of an Illinois Disaster Relief Fund (IDRF) grant and would like to be contacted by staff from The American Legion National Headquarters to publicly share your story of how The American Legion assisted you, please sign below. Your testimonial will be used in print, marketing and online American Legion Media. Personal IDRF stories promote the American Legion's Illinois Disaster Relief Fund Fundraising efforts, through which grants are made possible, and how donations to the fund support ongoing assistance for American Legion Family Members in need.

(Optional) Applicant Signature _____ Date _____

NOTE: DECLINING TO PROVIDE YOUR SIGNATURE WILL IN NO WAY ADVERSELY AFFECT THE EVALUATION OF YOUR IDRF GRANT APPLICATION.

FOR DEPARTMENT HEADQUARTERS USE ONLY:**DEPARTMENT:** _____ Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Title: _____ Date: _____

DEPT. FINANCE OFFICER: _____ Approve or Disapprove Recommended Amount: \$ _____

Signature: _____ Title: _____ Date: _____

DEPARTMENT ADJUTANT: _____ Approve or Disapprove Amount: \$ _____

Signature: _____ Date: _____