



New York National Guard Family Readiness Council Grant Application

Not Affiliated with the Department of Military and Naval Affairs or any other
State of New York Government Agency

GUIDE TO COMPLETING YOUR APPLICATION

The instructions that follow are keyed to the numbers preceding the information to be entered in or attached to your application.

1. Enter the name of the person applying for the grant. Typically it will be the Service Member or their spouse. This will be the first person contacted if there is a need to obtain additional information prior to acting on the application.
2. Enter the email address of the Applicant. If the Applicant does not use email regularly, leave the space blank.
3. Enter the mailing address of the Applicant.
4. Enter the area code and home telephone number of the Applicant.
 - a. If the Applicant can be reached by telephone when at work, enter that telephone number and area code.
 - b. If the Applicant typically can be reached by cell phone, enter that telephone number and area code.
5. Enter the rank and name of the Service Member.
6. Indicate the Service Member's NY Organized Militia Unit.
7. Enter date of deployment. If the Service Member is still deployed, leave the "To" space blank. Attach a Copy of the Service Member's orders.
8. Enter the family's pre-deployment annual household income. The figure should include the income of the Service Member, their spouse, and any other adults in the household who contribute to maintaining the household. Then enter the family's current household income (annualized). This second figure should include the income of the Service Member, their spouse, and any other adults in the household who contribute to maintaining the household. In many cases the Service Member will not have been deployed for an entire year when the need for a grant arises. In such cases the income received in the period of deployment to date should be annualized, e.g., multiply the current month's income by 12.
9. Enter the number of children in the household.
10. Enter the ages of the children in the household.
11. Enter the specifics concerning any other household member, e.g., Service Member's mother and/or father, aunts, uncles, etc.
12. This statement, which must be signed and dated by the Applicant and attached to the application, is critical to establishing eligibility for a Grant. As noted on the application form, the statement must include: (a) a description of the circumstances that created the current financial need, e.g., disabling injury of income provider, increased pre-school child care costs associated with the spouse's longer work hours; (b) the specifics of the type of assistance you are requesting, e.g., rent or mortgage payments, automobile repairs, utility bills, doctor's bills, and hospital bills; (c) the specifics of any steps you have taken to remedy your situation and the result of those efforts, e.g., working longer hours, contacting creditors to negotiate a more achievable payment schedule, attending classes on household budgeting, substantially depleting a savings account and (d) the specifics of any applications you have made for assistance from other organizations including the result of those efforts.



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13. Check the items you are attaching to the application in addition to the statement required in #14. Providing supporting documents with your application can go a long way toward speeding up the process of awarding of a grant, e.g., the Leave and Earnings Statement (DFAS Form 702) and a copy of the Service Member's deployment orders and/or Discharge Papers (DD For, 214) provide proof of the Service Member's current military status. When copies of bills are attached, a list showing the amount currently due on each should be included. Applicants should keep the original copy of all bills, but providing copies of the bills that would be paid from the grant, if awarded, can speed up the process of paying your creditors by allowing payments to be made directly to them. In some cases this can mean the difference between eviction and not, or having the electricity or gas service turned off and not. The same is true of an eviction notice, which typically provides information necessary to make a payment to the landlord and/or to advise the landlord that the payment is forthcoming. In cases in which the grant is to be used to repair storm, flood or fire damage applicants should provide at least two repair cost estimates.
14. The Applicant's signature here allows the New York National Guard Family Readiness Council and its representatives to contact others to clarify information contained in the application and secure assistance on the Applicant's behalf and releases them from liability claims as they try to assist the Applicant. Finally, the Applicant certifies that the information provided in the application is true, complete, and correct. Failure to state that assistance already had, in fact, been granted by another organization and the full extent of that assistance would be reason not to award a Grant.
15. An endorsement from one of the following Unit Command Representatives: Commander, First Sergeant, Command Sergeant Major, Command Chief, Chaplain, Rear Detachment Commander, Family Assistance Center Specialist, Wing Family Program Coordinator or Director of State Family Programs.
16. *Please do not fill in this space. This space is used by The Family Readiness Council to enter the date application is received.*
17. *Please do not fill in this space. This space is used by the Finance Committee for Approval.*