**Grant Information**

\*All three of these grants must be reviewed and signed by Kelly Harrison\*

**Emergency Gift Card Grant**

Single Service Member (Not Married/No Dependents) $150

Family $300

After approved the process takes about a week

Complete Verification Form:

* + Complete your personal information and Spouse, Cohabitating partner, Roommate Portion
  + Statement of Good Standing will be filled out by Family Readiness when the application gets turned in, skip this portion for now.
  + Explain why you need a grant and your financial situation.
  + Enter total monthly income and other income.
  + Enter all you monthly expenses and monthly payment for each.
  + Any questions please contact Family Readiness
  + Email grant request to [122.FW.airman.and.family.readiness.Org@us.af.mil](mailto:122.FW.airman.and.family.readiness.Org@us.af.mil)
  + After Family Readiness reviews, Kelly will sign and someone in the office will submit the request.
* Processing time is normally 48 hours if approved.

**EANGUS SARGE Grant**

Grant is for up to $500 and you may only apply once during a calendar year.

SARGE Grant will pay directly to the member.

After approved the process takes about 2 weeks for the member to receive the deposit

Complete Verification Form:

* + Complete your personal information.
  + Explain why you need a grant and your financial situation.
  + Check what the grant is intended for
  + Email grant to [122.FW.airman.and.family.readiness.Org@us.af.mil](mailto:122.FW.airman.and.family.readiness.Org@us.af.mil) so the Verification can be completed.
  + After Family Readiness reviews, Kelly will sign and someone in the office will submit the request.
* Processing time is normally 2 weeks and if approved the member will receive an email from [wcfa@eangus.org](mailto:wcfa@eangus.org) stating if they were approved and the email will contain instructions on how to get the money deposited into your account.
* Make sure to watch your email and check your spam/junk folder

**Northeast Indiana Base Community Council (NIBCC) Grant**

Grant is for up to $800 and you may only apply once during a calendar year.

NIBCC will pay the company directly

After approved the payment process takes about two days to fully process unless check is mailed

Complete Section A: Complete your personal information.

* + Unit/Wing/Company of Assignment: Keep as 122 Fighter Wing
  + Type in amount requested make sure to only put $800, sign and date.

Complete Section B: Explain why you need a grant and list the bills you want paid.

* + Please type up and email the narrative to Airman & Family Readiness so we may proof before we make it a part of the application.
* Expenses that may be approved: rent/mortgage, utilities, vehicle payment, unexpected repairs, car & health insurance, if not sure email Family Readiness. Be sure the invoice that you want paid includes, your name, business name, account number, phone number and address of where to mail the bill.
* Scroll down and list each bill you are requesting assistance with to include dollar amount, and the name, address, phone number of vendor and name on the account and account number
* Attach a copy of the invoice.

Complete Section C: Grant Application Budget Worksheet

* Name: Enter Service Member’s name
* Gross Monthly Income: List your company name & GROSS income (before taxes & deductions) for your drill check and your full time job
* Enter total gross monthly income
* Enter all you monthly expenses and monthly payment for each
* Any questions please contact Family Readiness
* Email grant request to [122.FW.airman.and.family.readiness.Org@us.af.mil](mailto:122.FW.airman.and.family.readiness.Org@us.af.mil)
* After Family Readiness reviews, Kelly will sign as the requesting authority and someone in the office will submit the request.
* Processing time is normally 48 hours and if approved check will be payable to the vendor and mailed to the vendor.

Indiana National Guard Relief Fund (INGRF) Grant (Air & Army Guard only)

* Grant is for up to $7,500, you must prove a financial hardship and you may apply once in a year. Year starts the last time you were awarded a grant. So if you submit a grant for $2,000 and two months later you want to apply again you may not since you’re not at the one year mark.
* Grant application may also be found at: [Family Readiness - Grant Application(s) and Process - All Documents (dps.mil)](https://usaf.dps.mil/sites/122D-FighterWing/msg/fss/Family%20Readiness/Financial%20Readiness/Forms/AllItems.aspx?id=%2Fsites%2F122D%2DFighterWing%2Fmsg%2Ffss%2FFamily%20Readiness%2FFinancial%20Readiness%2FGrant%20Application%28s%29%20and%20Process&viewid=93a0c62e%2D5338%2D4566%2D923f%2Decb6fe3f77c4)
* The second page explains what may and may not be paid by the INGRF.
* Be sure the invoice that you want paid includes, your name, business name, account number, phone number and address of where to mail the bill.
* In your written statement you must explain your hardship, what actions you will take to correct the situation in the future and you must provide proof of your circumstance that you mention in your written statement.
* Verification of Financial Meeting must be completed and signed. You or spouse must contact our Personal Financial Counselor and have your budget reviewed with him via computer and/or phone. Email: Kevin Kensinger <kensingerk@MagellanFederal.com>; Cell Phone: 260-437-8362.
* Processing time is normally 30 days once they receive grant and if approved INGRF will pay vendor directly using a debit card.
* Email grant request to [usaf.in.122-fw.mbx.airman-and-family-readiness@mail.mil](mailto:usaf.in.122-fw.mbx.airman-and-family-readiness@mail.mil)
* After I review I will sign verifying (after I check with unit) that you are in good standing with your unit and submit the request.