**APPLICATIONS & INSTRUCTIONS FOR MOST COMMONLY USED GRANTS**

* You may find the applications and instructions for all three grants at:
  + Base SharePoint: Select 122 Mission Support Group, select 122 Force Support Squadron, scroll down and select Family Readiness, select Financial Readiness, select Grant Applications(s) and Process
    - <https://cs2.eis.af.mil/sites/10935/msg/fss/Family%20Readiness/_layouts/15/start.aspx#/Financial%20Readiness/Forms/AllItems.aspx?RootFolder=%2Fsites%2F10935%2Fmsg%2Ffss%2FFamily%20Readiness%2FFinancial%20Readiness%2FGrant%20Application%28s%29%20and%20Process&FolderCTID=0x012000BB4BB2EB5288D844A3A97F123D902342&View=%7B187C687F%2DBE3B%2D414E%2DA26E%2D1777E99902C8%7D&InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>
  + 122 FW Web page: <https://www.122fw.ang.af.mil/Units/Groups/Airman-and-Family-Readiness/>
    - Scroll down and you will see links for financial applications& instructions
  + AF APP, 122 FW, Family and Resources

**All three of these grants must be reviewed and signed by Connie Douthat.**

Northeast Indiana Base Community Council (NIBCC) Grant

* Eligibility:
  + Service Member is not deployed
  + Any service member living or attending drill in the following counties: Adams, Allen, DeKalb, Huntington, Kosciusko, Lagrange, Noble, Steuben, Wabash, Wells and Whitley
* Grant is for up to $650 and you may only apply once during military career.
* Grant application is attached.
* Complete Section A: Complete your personal information
  + Unit/Wing/Company of Assignment: Keep as 122 Fighter Wing
  + Type in amount requested not to exceed $650.00, sign and date.
  + Requesting Authority:Do not change
* 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 connie.s.douthat.civ@mail.mil 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 Connie Douthat at: email [usaf.in.122-fw.mbx.airman-and-family-readiness@mail.mil](mailto:usaf.in.122-fw.mbx.airman-and-family-readiness@mail.mil) or Cell Phone: (260-312-9980)
* 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)
* You or spouse must contact Ryan Fisher our Personal Financial Counselor and have your budget reviewed with him via computer and/or phone. Email: [PFC.FortWayne.NG@zeiders.com](mailto:PFC.FortWayne.NG@zeiders.com) ; Cell Phone: 260-437-8362
* You may email Ryan Fisher the completed application and he should be able to conduct a phone review with you
* After I review I will sign as the requesting authority and submit the request
* Processing time is normally 48 hours and if approved check will be payable to the vendor and mailed to the vendor
* Email [connie.s.douthat.civ@mail](mailto:connie.s.douthat.civ@mail). mil if you need another copy

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

* Grant is for up to $5,000, 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: <https://www.in.ng.mil/Troop-Resources/Indiana-National-Guard-Relief-Fund/>
* 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 Ryan Fisher our Personal Financial Counselor and have your budget reviewed with him via computer and/or phone. Email: [PFC.FortWayne.NG@zeiders.com](mailto:PFC.FortWayne.NG@zeiders.com) ; Cell Phone: 260-437-8362.
* Processing time is normally 30 days once they receive grant and if approved INGRF will pay vendor 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.
* Email [connie.s.douthat.civ@mail](mailto:connie.s.douthat.civ@mail). mil if you need another copy

Indiana Military Family Relief Fund-COVID-19 Grant

* Grant if for up to $2,500
* You may find grant application and instructions at: [www.in.gov/dva](http://www.in.gov/dva)
  + Once on the webpage be sure to click on “Click here to access application”.
  + Also has links to national, state and Veteran COVID-19 resources.
* The MFRF may provide grants to veterans and their dependent family members who are experiencing financial hardship due to the COVID 19 Virus**.** 
  + In general, funds may be used for:
  + Housing, utilities, food, medical expenses, childcare, other essential family support expenses and any other items will be considered on a case by case basis
* MFRF Funds cannot be used for:
  + Personal debts and loans to include, but not limited to credit cards, payday loans, student loans, loans from family and friends, etc., Cable TV bills, legal expenses and court costs including, but not limited to attorney’s fees, tickets, vehicle registration, driver’s license fees, child support, income taxes, garnishments/liens, bills that are in collections, etc., Non-essential day-to-day living expenses or purchasing a vehicle or home
* Indiana Military Family Relief Fund Grant up to $2,500
  + Must be family of a deployed service member or recently deployed service member
  + Click on link to go directly to application, eligibility and instructions:
    - <https://www.in.gov/dva/2329.htm>
* You or spouse must contact Ryan Fisher our Personal Financial Counselor and have your budget reviewed with him via computer and phone. Email: [PFC.FortWayne.NG@zeiders.com](mailto:PFC.FortWayne.NG@zeiders.com) ; Cell Phone: 260-437-8362

Any questions e-mail me at [usaf.in.122-fw.mbx.airman-and-family-readiness@mail.mil](mailto:usaf.in.122-fw.mbx.airman-and-family-readiness@mail.mil) or call cell phone: 260-312-9980

List of Personal Financial Counselors (PFC) in Indiana

Personal Financial Counseling services are no cost, private and confidential.

**MAKE THE MOST OF YOUR MONEY**

The Office of Financial Readiness Program offers Personal Financial Counselors (PFCs) to help you and your family manage finances, resolve financial problems and reach long-term goals such as getting an education, buying a home and planning for retirement.

**SUPPORT AND COUNSELING SERVICES**

* Confidential financial consultations for individuals and families
* Referrals to military and community resources
* Support for service and family members during all stages of the deployment cycle
* Help with credit management and budgeting
* Assistance with navigating benefits
* Advocacy information and support

**Camp Atterbury, Vacant, 317-385-2730,** [PFC1.in.ng@zeiders.com](mailto:PFC1.in.ng@zeiders.com)

**South Bend, Vacant,** 574-302-9280, [PFC3.in .ng@ zeiders .com](mailto:PFC3.in.ng@zeiders.com)

**Grissom,** Kevin Kensinger, AFC® 765-620-6884, [PFC4.in.ng@zeiders.com](mailto:PFC4.in.ng@zeiders.com)

**Grissom,** Daryl Ewick, CFP® 765-635-9654, [PFC.in.usafr@zeiders.com](mailto:PFC.in.usafr@zeiders.com)

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**Covering Gary,** Michael Byrne, AFC® 224-315-9607, [PFC1.il.ng@zeiders.com](mailto:PFC1.il.ng@zeiders.com)