Department of Ohio Plan of Action

AUXILIARY EMERGENCY FUND

CHAIRMAN
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NARRATIVES DUE TO DEPARTMENT CHAIRMAN BY:	MAY 1ST , 2027

Department Report Form

This Form should be attached to each narrative submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information completely and accurately. A Unit must submit this report form with boxes completed and answer the questions below to earn the Citation of Merit. Narrative word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report.

Please complete the following with the complete name of your Unit: _____

District: _____	Unit #: _____	Unit Membership Goal: _____	Unit Membership Total as of Report: _____
Name of Person Completing Report:		Unit Chair	Unit President
Phone #		Email:	Membership ID (if available)
Specific Award Name (if applicable)			

Narrative Deadline: May 1st, 2027

Answer the following Questions in your narrative.
Narrative must be typed or written in narrative form and cannot exceed 1,000 words. (Can be fewer words if program dictates). Narrative may include photographs and news articles.

Give examples of how your unit educated and shared AEF resources with members? _____

_____

_____

_____

What are some fund-raising ideas your unit has done. _____

_____

_____

_____

_____

AUXILIARY EMERGENCY FUND

Get Involved

Purpose: The purpose of the AEF Committee is to raise funds for and promote knowledge about the Auxiliary Emergency Fund. *Standing Rule 6, National Committees – Member/Organizational Support*

The Auxiliary Emergency Fund (AEF) is a national grant assistance program that provides temporary emergency assistance to eligible members of the American Legion Auxiliary up to $3,000 as the result of an act of nature or other personal crisis.

Eligibility
Members of the American Legion Auxiliary whose dues are current and who have maintained membership for three consecutive years (the current year and immediate past two years) are eligible to apply for a grant.

Grant funds may be awarded only for past/overdue expenses related to retaining their primary shelter, basic household utilities and/or loss of income due to medical and/or employment reasons.

AEF funds may be used to provide emergency assistance to eligible Auxiliary members whose primary residence has been devastated by disaster, including flood, hurricane, tornado, earthquake, fire, or another catastrophic event. Reimbursable expenses will be considered for essential emergency expenditures up to three weeks after incident/disaster.

Ohio: Together We Can Be the Calm in Someone's Storm
What can we do for AEF?
Raise Awareness:

- Share information about AEF grants at meetings, in newsletters, and on social media pages.
- Share application link with unit members
- Encourage unit members to pay their dues in a timely manner and pay directly to ALA National Headquarters to avoid a lapse in membership.
- Share the correct AEF application with unit members linked above. No other AEF application type will be accepted.
- Share the correct AEF application with unit members linked above. **No other AEF application will be accepted.** https://member.legion-aux.org/Member/Committees/AEF/Get-Involved-AEF
- Declare March as AEF Awareness Month
    - Invite your mayor to officially proclaim March as AEF Awareness Month
    - Bring unit and post members together for the presentation.
- Designate a contact person for AEF for each Unit.
    - Know who to go to in each unit if someone asks for help.
- Establish a direct contact for the American Red Cross in your area and create resources in case someone needs immediate help.
- Print and hang flyers in your post and share AEF information. Take advantage of social media.
- Share posts from ALA Ohio to your district outlets.
- Participate in educational sessions at auxiliary events throughout the year.
- Attempt quarterly virtual "sharing" sessions to gain ideas and inspiration from other Unit's activities that have inspired member participation.

OHIO – This is a program that continues through the generous donations of its members and community organizations. Seek donations through the Unit, Post, community organizations, fundraiser, etc. Be creative when raising funds.

- Combine an AEF fundraiser with a membership drive and invite the community into your Post home for a "Members Helping Members" fundraiser. Be sure to have membership applications available and eligibility requirements available.
- The fundraising possibilities are endless. Examples are Balloon raffle for prizes, grab bag with prizes, various raffle items, etc. The list goes on. Be creative when trying to raise funds for the Auxiliary Emergency Fund.
- Participate in an Ohio Challenge, selling tornados for a $1 donation per member. Hang the tornados up in an area and watch the funds grow. A $1/member donation would be @35,000.
- Conduct a raffle in your unit for a donated basket to benefit AEF for 2027.
- Each unit send a monetary donation to the Department Chairman or bring a donation item to School of Instruction, Mid-Winter and Department Conventions to complete a basket or basket(s) to raffle to raise funds for AEF.

Each Unit is unique. Do what works for you!

ALA department and unit annual awards:

- Unit Award: Awarded to the unit contributing the largest amount (per capita) between Oct. 1 – June
- Department Award: Awarded to department contributing the largest amount between Oct. 1 – June
- Department Award: Awarded to department contributing the largest amount (per capita) between Oct. 1 – June 1
- Place an AEF can at your Unit meetings or in the Post and encourage members and visitors to drop their change into the can. On the National website there is a free download for a can label.

AEF RESOURCES

- AEF National Facebook page: https://www.facebook.com/groups/AuxEmergencyFund/
- ALA National website: https://member.legion-aux.org/member/committees/aef

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each Unit AEF Chairman is required to submit a narrative report by **May 1st, 2027,** to the Department AEF Chairman.

DEPARTMENT AWARD INFORMATION & DEADLINE

Ardith Cooper Plaque – This plaque will be awarded to the Unit with the highest donations per capita based on donations received in Department Headquarters by **June 1, 2027**. This will be calculated by Department Headquarters and given at the Department Convention. Members and Units are encouraged to contribute to the Auxiliary Emergency Fund.

AEF – Frequently Asked Questions

What is the Auxiliary Emergency Fund (AEF)?

The Auxiliary Emergency Fund is a national grant initiative available to ALA members who have endured a significant financial setback because of a natural disaster or other personal crisis. Grants are awarded up to $3,000.

How is AEF funded?

The AEF, established in 1969, is a legacy gift from Helen Colby Small of Burlington, Wisc. Funding for the awarding of AEF grants today comes from generous contributions made by ALA entities, ALA members, and donors throughout the United States.

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What are the qualifications to apply for disaster assistance?
The applicant must be an American Legion Auxiliary member who has maintained annual ALA membership for three consecutive years (the current year and immediate past two years). Applications for disaster assistance must be received within six months of a disaster event. One grant per grantee will be awarded within a 12-month period.

What types of expenses qualify for disaster assistance?
AEF disaster assistance funds may be used to provide emergency assistance to eligible Auxiliary members whose primary residence has been devastated by disaster, including flood, hurricane, tornado, earthquake, fire, or other severe weather. Funds may be awarded for interior/exterior structure damage to the vital livable portions of the primary structure, personal items, household contents, major appliances, furniture, and HVAC units with photos provided as documentation. Reimbursable expenses with itemized receipts as documentation related to essential emergency expenses for temporary shelter, temporary structure repairs, purchase of alternative power sources and/or purchase/replacement of groceries incurred due to or being displaced after the disaster will be accepted. Only applicable receipts dated the day of the disaster and after the disaster up to a three-week time limit may be considered for funding. Assistance will not be granted for damages to a secondary or seasonal residence.

What expenses are not applicable for disaster assistance?
AEF disaster assistance funds will not be administered for damage to landscaping, recreational structures (pools, pool cages, attached patios/sunrooms, lanais, sheds, detached garages, and similar nonvital portions of the structure), and individual personal electronics. Any expense that occurred before the disaster event or exceeds the three-week time limit will not be accepted.

Is any additional documentation required for disaster assistance?
Since onsite visits are not part of the AEF program, providing as much information as possible regarding damages/losses/expenses in which you wish to be evaluated is vital. Information such as photos (cause/effect, loss, external/internal/content damage), itemized receipt(s), estimates, proof of primary residence, current driver's license, and/or other documentation are helpful to the AEF Review Committee to properly review and consider your application. The committee will evaluate your application based on the information, photos, and documentation provided by the applicant.

What are the qualifications to apply for temporary assistance?
The applicant must be an American Legion Auxiliary member. Applicant must have maintained ALA membership for three consecutive years (the current year and immediate past two years). One grant (temporary assistance or disaster) per grantee in a 12-month period will be awarded. Applicant must provide qualifying, eligible documentation for the AEF Review Committee to review and consider for funding.

What types of expenses qualify for temporary assistance?
AEF temporary assistance will consider funding only for past/overdue expenses related to maintaining your primary shelter, basic household utility expenses, and/or loss of income due to medical and/or employment reasons within the last six months.

What expenses are not applicable for temporary assistance?
Funds requested through AEF related to the payment of medical-related expenses, taxes, general loans, insurances, credit cards, cellular/TV services, animal care, car purchase/payments, and/or home/vehicle maintenance/repairs are not applicable for review or funding consideration.

Is any additional documentation required for temporary assistance?
Information such as copies of basic household utility bill(s)/invoice(s) pages (most current billing cycle), mortgage statement, landlord documentation (note or statement from landlord on status of rent payment and/or amount overdue), medical/employer documentation related to loss of income, and other related documentation is helpful to the AEF Review Committee to fully review and consider your application. All basic household

utility bills, invoices, mortgage/rent statements and/or documentation should be in the name of the ALA member and/or their spouse. The committee is only able to evaluate the applicant's application based on the information provided.

Where are the AEF applications located?
The applications can be found on the ALA website at www.ALAforVeterans.org/AEF. The applications on the National Organization's website are the only applications accepted for processing. Applications formerly available through ALA departments and units are no longer applicable.

Does my ALA unit have to approve my AEF application prior to submission?
No. In the past, this was the procedure, but it is no longer required. All eligible ALA members can complete the applicable AEF application from www.ALAforVeterans.org/AEF, provide the required documentation, and submit it directly to AEF@ALAforVeterans.org.

Is my personal information listed on the application kept confidential?
Absolutely. That is the reason for changing the process for ALA applicants to apply directly to the National Organization for AEF assistance. The information provided remains confidential among only ALA National Headquarters staff required to process your application and the AEF Review Committee. In the event another individual needs to be involved in any manner related to your case/situation, you are informed in advance and must provide authorization for us to contact or share information regarding your application or situation.

Can someone submit an AEF application on my behalf?
Yes, if necessary. However, no individual or ALA entity may apply on behalf of another ALA member without their knowledge, consent, and/or approval.

How do I submit my AEF application and required supportive documentation?
The completed AEF application and required supportive documentation in which funding is sought should be sent by email to AEF@ALAforVeterans.org. When emailing multiple documents, please send each one as an individual attachment, such as a PDF, and include all pages of each document in the attachment. Application can also be mailed to American Legion Auxiliary National Headquarters, ATTN: AEF, 3450 Founders Road, Indianapolis, IN 46268.

Once my AEF application is submitted to the National Organization, how will I receive updates on the status of my application?
All correspondence regarding your AEF application will be via email. Be sure to check your spam and junk email folders and mark AEF@ALAforVeterans.org as a safe sender.

How often does the committee review AEF applications for funding consideration?
The AEF Review Committee meets weekly to review submitted, complete applications containing all of the necessary documentation for funding consideration. All applications scheduled for review by the committee weekly must be received by Monday and include all of the necessary documentation for the committee to review later in the week. Applications received after Monday, incomplete applications, or should additional documentation be needed from the applicant, may experience delays due to requesting more information from the applicant.

Under normal circumstances, submitted and complete applications containing all of the necessary information and proper documentation can receive a decision from the committee in approximately 14 business days. Submitted AEF applications lacking information or documentation will extend this timeline.

When the AEF Review Committee reviews my application, what type of funding decisions are made?
The decisions of the AEF Review Committee may be the following: grant awarded, grant deferral, or grant denial. For a grant award, the applicant will be awarded a specific amount of funding based on the applicable documentation provided by the applicant. For a grant deferral, the information provided with the application is insufficient and the AEF Review Committee needs additional information to make a final decision on the application. If a deferral is granted, the applicant will be contacted to provide more specific information within an allotted time limit for the committee to consider for funding at a future meeting. For a grant denial, the

applicant's request was fully denied for any amount of funding and the reason will be outlined in the grant denial correspondence back to the applicant.

If my AEF application is approved, how is my payment processed and when will I receive it?
If your awarded funding is in your name, which often happens with AEF disaster applications, you have a choice to receive an electronic fund transfer (EFT), or request paper check issued. If EFT is preferred, you must include with your application a copy/image of a voided check from your bank where the funds are to be deposited. If a paper check is preferred, it is processed for payment by the ALA within 10 days and mailed via USPS. Please allow several days for the check to be delivered to your specified address by standard mail. If a voided check is not provided with your application, a paper check will be issued for your funding award.

If awarded funding for temporary assistance to pay for shelter and/or utilities, only a paper check will be issued and in the name of the company being paid. These paper check(s) will be processed for payment by the ALA within 10 business days and mailed via USPS to your home address specified on the AEF application. Upon the applicant receiving the check(s), the applicant is responsible for either dropping off or sending the payment to the designated payee to complete the payment to the company.

If my application is denied for funding, am I able to apply for assistance again in the future?
Funding denial by the AEF Review Committee of a completed and reviewed application does not prohibit the applicant from submitting a different application (disaster or temporary assistance) in the future as long as the applicant meets eligibility guidelines.

Once a decision is rendered by the AEF Review Committee on my application, is there an appeal process of the decision for the applicant?
No. All decisions by the AEF Review Committee are final.

How do I find AEF resources?
Website: www.ALAforVeterans.org/AEF. Mailing address: American Legion Auxiliary, ATTN: AEF Program, 3450 Founders Road, Indianapolis, IN 46268. Phone: (317) 569-4500. Fax: (317) 569-4502. Email: AEF@ALAforVeterans.org.

As an ALA member, if I have been a donor to the AEF program in the past, can I still apply for funding assistance from AEF?
Yes. There is no rule that says you cannot receive funds if you previously contributed to the AEF.

If I am a recipient of funding through the AEF program, what can I do as a recipient to help the ALA and other ALA members?
As a recipient of AEF funding, sharing your story of how the AEF program assisted you during challenging times is vital to the program. Sharing your story creates awareness to ALA members on applying when they are in need of assistance and helps to secure donations to keep the AEF strong for ALA members in the future. If awarded funding, the grant award email sent will include a media release form to share your story. The form allows various options on how your story will be shared and an opportunity on how your name may be listed or not listed pertaining to your story.

How can I help the AEF program?
Learn more about the AEF program by visiting www.ALAforVeterans.org/AEF .
When disaster strikes or an ALA member is experiencing a personal crisis, please make them aware of the AEF program. Get creative and start a fundraiser initiated by your ALA entity involving American Legion Family members, the public, and your community with donations specifically benefiting the AEF program.

Ways to donate:

- **Online: one-time donation or monthly donations — www.ALAforVeterans.org/donate.**
- **Text to give: text: AEF to 1-844-940-3450 and click on giving link to complete the donation form.**
- **Mail: American Legion Auxiliary National Headquarters, ATTN: Development Division, 3450 Founders Road, Indianapolis, IN 46268.**

Department of Ohio Plan of Action

A Community of Volunteers Serving Veterans, Military, and their Families

Auxiliary Emergency Fund (AEF) Application Instructions for Hardship Assistance for American Legion Auxiliary (ALA) Members

An AEF grant may provide temporary assistance to eligible members during a time of financial crisis when no other source of aid is readily available to pay for shelter, basic household utilities and/or for loss of income. Grants may be awarded up to $3,000 with the intent to help members who have suffered a financial setback and offer a helping hand to assist in reestablishing financial stability. Funding will not be granted to pay for any expenses other than shelter, basic household utilities and/or loss of income. One AEF grant per grantee will be awarded in a 12-month period.

Basic criteria for qualification

- The applicant must be a current ALA member
- Applicant must have maintained annual ALA membership for three consecutive years (the current yearand immediate past two years)

Required application information

The application must be accurately and completely filled out with all necessary documentation to prevent delays in processing. Please explain in detail your current situation/emergency. Include all current basic household utility statements, bills, eviction notices, disconnection notices, documentation on loss of income and any other expenses you wish to be considered for funding. If the application is not complete, it may be returned for amendment, further explanation or more documentation.

Checklist before sending in the application

- ☐ Review the AEF frequently asked questions before starting the application. (https://www.legionaux.org/AEF-FAQ)
- ☐ Confirm you have held annual membership for three consecutive years (the current year and immediate past two years)
- ☐ Complete ALL sections of the application.
- ☐ Provide all pages of past due mortgage/rent expenses, basic household utility bills and/or documentation on loss of income from employer or medical professional.

Submit application

Once an application is complete, please e-mail to: AEF@ALAforVeterans.org; fax to ALA National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

Questions

If you have any questions, please email: AEF@ALAforVeterans.org or call (317) 569-4500.

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Application for Hardship Assistance for ALA Members

E-mail application to: AEF@ALAforVeterans.org; fax to ALA National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

Member Information

Member's Full Name: _____

Address: _____

Do you own or rent your residents? ☐ Own ☐ Rent

Number of family members in the residence: _____

Phone Number: _____

Email: _____

Member ID#: _____

Unit Number: _____

Unit Address: _____

Employment Information

What is your current employment status:

☐ FT ☐ PT ☐ Laid-Off ☐ Retired ☐ Unemployed ☐ Other

Place of employment: _____

If unemployed, last date of employment: _____

What is your spouse's current employment status:

☐ FT ☐ PT ☐ Laid-Off ☐ Retired ☐ Unemployed ☐ Other ☐ N/A

Place of employment: _____

If unemployed, last date of employment: _____

Monthly Income

Monthly earnings of applicant: $_____

Monthly earnings of spouse (if applicable): $_____

Earnings of others in the household: $_____

Veteran's Pension/Compensation: $_____

Child Support: $_____

Social Security: $_____

Supplemental Security Income (SSI): $_____

Social Security Disability (SSD): $_____

Unemployment Compensation: $_____

Other Income: $_____

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Monthly Household Expenses

Mortgage/rent: $_____

Electricity: $_____

Heating: $_____

Water/Sewage: $_____

Food: $_____

Other: $_____

Please explain in detail your current situation/emergency: (Refer to page 1 of the application for documentation requirements)

List of past due expenses for funding consideration:
(Examples include mortgage/rent expenses; basic household utility bills: and/or loss of income – documentation must be provided.)

Item	**Amount**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Required Attachments

Please provide all pages of past due mortgage/rent statements, basic household utility bills, eviction notices, disconnection notices, and documentation for loss of income from employer and/or medical professional.

Payment Information

If awarded, payment can be transmitted by electronic funds (EFT) directly to the member's bank account OR a check can be mailed. You must provide a complete mailing address below for delivery of a check. For EFT payment, you must provide the bank name, routing/ABA number, type of account and your account number. A voided check must be attached for payment by EFT.

Name listed on account: _____

Address listed on account: _____

Member's signature: _____

Date: _____

For EFT Payment

Name of Bank: _____

Type of Account: ☐ Checking ☐ Savings

Bank Routing #/ABA #: _____

Account Number:

_____

For Check Payment

Address: _____

Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed grants, providing the requested information/documentation will be presented to the AEF Internal Review Committee for final review and funding consideration within a maximum of 60 days. After 30 days, if requested information is not provided by the applicant or no response from the applicant, the application will be closed with no decision by the AEF Internal Review Committee.

Member's Signature: _____ Date: _____

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A Community of Volunteers Serving Veterans, Military, and their Families

Auxiliary Emergency Fund (AEF) Application Instructions for Disaster Assistance for American Legion Auxiliary (ALA) Members

An AEF grant may provide emergency assistance to ALA members in areas devastated by a natural disaster. The applicant must have received damage to the primary residence and/or been displaced/evacuated from the residence and/or had out-of-pocket expenses for temporary emergency expenses as a result of the disaster. Grants may be awarded up to $3,000. One AEF grant per grantee will be awarded in a 12-month period.

What is a natural disaster?
A natural disaster is a major adverse event resulting from natural processes of the Earth that may produce great loss of human life or destruction of the natural environment. Any other disaster outside of this scope will need the consensus of the AEF Internal Review Committee to be considered. Examples of natural disasters include floods, hurricanes, tornadoes, volcanic eruptions, earthquakes, tsunamis, and other geologic processes.

Basic criteria for qualification

- The applicant must be a current ALA member.
- Applicant must have maintained annual ALA membership for three consecutive years (the current year and immediate past two years).
- Application must be received within 6 months of disaster.
- One AEF grant (disaster or hardship) will be awarded per grantee in a 12-month period.

Required application information

The application must be accurately and completely filled out with all necessary documentation to prevent delays in processing. Please explain **in detail** the damage incurred to the primary residence including interior and exterior of primary structure only, household contents/appliances and damage to vehicles from the disaster. AEF will not fund damage to decks, ramps, porches, patios, lanais, gazebos, screened enclosures, docks, fencing, landscaping or buildings not attached to the primary structure. Application must include photos of damage, full copies of receipts for emergency expenses/repairs, copy of driver's license, repair estimates, insurance claim and/or government (FEMA) documents. If the application is not complete, it may be returned for amendment, further explanation or more documentation.

Checklist before sending in the application

- ☐ Review the AEF frequently asked questions before starting the application. **(https://www.legion-aux.org/AEF-FAQ)**
- ☐ Confirm you have held annual membership for three consecutive years (the current year applying and immediate past two years).
- ☐ Complete **ALL** sections of the 4-page application.
- ☐ Provide photos of damage, full copies of receipts for itemized emergency expenses/repairs and applicable documentation, and driver's license.

Submit application

Once an application is complete, please e-mail to: AEF@ALAforVeterans.org; fax to ALA National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268.

Questions

If you have any questions, please email: AEF@ALAforVeterans.org or call: (317) 569-4500.

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Application for Disaster Assistance for ALA Members

E-mail application and documentation to: AEF@ALAforVeterans.org; fax to National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

Member Information

Member's Full Name: _____

Address at time of disaster: _____

Is this your primary residence? ☐ Yes No ☐

Do you own or rent the affected residence? ☐ Rent ☐ Own

Number of family members in primary residence: _____

Phone Number: _____

Email: _____

Member ID#: _____

Unit Number: _____

Unit Address: _____

Disaster Information

Type of disaster: ☐ Fire ☐ Flood ☐ Hurricane ☐ Earthquake ☐ Tornado ☐ Other

If other, please explain: _____

Date of disaster: _____

Are you still residing in the primary residence? ☐ Yes ☐ No

If no, please explain current living arrangements: _____
Reimbursement expected from other assistance: _____

FEMA: $ _____
State/Local Disaster Assistance: $ _____

Homeowners/Renters Insurance: $ _____

Other: $ _____

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Please explain the damage incurred to only the interior/exterior of primary residence, household contents and/or personal belongings: (1250 maximum character limit allowed for explanation.)

List damage to primary structure only and household contents/personal belongings:
(Examples include: structural damage to interior/exterior, furniture, appliances, and clothing.)

Item(s)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required Attachments:

Please provide photos of damages, full copies of receipts with itemized emergency expenses/repairs, copies of repair estimates, copy of driver's license and documentation from FEMA, insurance claims and/or local law enforcement.

Other Information:

Was employment of member lost or suspended due to the disaster? ☐ Yes ☐ No

If yes, for how long: _____

Was employment of spouse lost or suspended due to the disaster? ☐ Yes ☐ No ☐ N/A

If yes, for how long: _____

Please provide documentation of loss of income from employer and/or medical professional.

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Payment Information

If awarded, payment can be transmitted by electronic funds (EFT) directly to the member's bank account OR a check can be mailed. You must provide a complete mailing address below for delivery of a check. For EFT payment, you must provide the bank name, routing/ABA number, type of account, account number and a voided check must be provided with the AEF application.

For EFT Payment: Note: A voided check must be included with application for payment by EFT.

Name of Bank: _____

Type of Bank Account: ☐ Checking ☐ Savings

Bank Routing # / ABA#: _____

Account Number: _____

Name Listed on Account: _____

Address Listed on Account: _____
Member's Signature: _____

Date: _____

For Check Payment:

Street Address: _____

City, State & Zip Code: _____

Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed grants, providing the requested/information/supportive documentation will be presented to the AEF Committee for final review and funding consideration within a maximum of 60 days. After 30 days, if the requested information is not provided by the applicant or no response from the applicant, the application will be closed with no decision by the AEF Committee.

Member's Signature: _____ Date: _____