

**Military Officers Association of America**  
**The MOAA Foundation (TMF)**

COVID-19 Relief Fund Small Grant Application Instructions

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### **About the MOAA Foundation**

More information about the MOAA Foundation can be found at [MOAA.org/Foundation](https://MOAA.org/Foundation).

### **The MOAA Foundation COVID-19 Relief Fund**

As the nation endures the effects of the spread of the novel coronavirus (COVID-19), the MOAA Foundation is focused on providing enhanced levels of support and services to those currently serving, veterans, and their families.

To meet the current and emerging needs of this community, and to get ahead of the demand, we established the COVID-19 Relief Fund. Thanks to our donors' generosity, we have been able to provide immediate support in areas of critical need to those who need it most.

More information about MOAA's COVID-19 Relief Fund can be found at [MOAA.org/covid19milsupport](https://MOAA.org/covid19milsupport).

## Information for Applicants

Thank you for your interest in applying for a grant through the MOAA Foundation's COVID-19 Bill Pay Relief initiative. Please follow the below instructions for submission.

1. Ensure you have thoroughly read the eligibility requirements within this instruction guide prior to completing the application.
2. Once complete, please send (email preferred) the application and any applicable corresponding documents directly to the MOAA chapter member who sent you this application.

**NOTE:** Unless specifically asked by a MOAA National staff member, **please do not include** any personal identifiable information (PII) (e.g.: Social Security number or documents that contain PII) with your application submission.

3. The chapter member you have sent this application to will complete a Verification Form to send to MOAA National, along with your application and any corresponding documents for further review.

**Note:** Processing times may vary depending on demand but we are working hard to process requests as quickly as possible.

4. Once a decision has been made regarding an application, the Development Team at MOAA National will notify you of the result via email only. If you indicated on your application that you wish for us to share your application results with the chapter that sponsored your application, we will notify the chapter member who submitted your application in a separate email.

a.) If the grant will be awarded, your email notification will include a request for information to transfer funds electronically to your bank account via an electronic funds transfer (EFT) and any other required documentation (receipts/reporting requirements, testimonial request, etc.). The email will also include instructions on how to send banking information securely.

5. Please reach out to the Member Service Center at (800) 234-6622 or via e-mail to [relief@moaa.org](mailto:relief@moaa.org) with questions.

## Eligibility and Requirement Information

### Who is Eligible?

The MOAA Foundation COVID-19 Relief Fund offers financial assistance for currently serving (including National Guard and Reserve), spouses of currently serving, veterans (with an honorable discharge), and caregivers of the same who are experiencing an unexpected, short-term financial setback due to the COVID-19 pandemic. Open to all ranks and U.S. uniformed services. Preference will be given to those who are not eligible for support from service relief societies.

### What We Will Help With:

- Rent
- Mortgage
- Auto Loan/Lease
- Utilities (electric, water, heat)
- Cell phone payments
- Internet access
- Additional grant categories, outside of the list above, will be considered on a case-by-case basis.

### Notes on Grants:

- The grant amount cannot exceed the equivalent of three months of delinquent payments.
- Only one emergency grant request up to \$500 per household.
- Funds will be disbursed to the individual applicant, and a payment receipt is required within 30 days.
- Bills with a past due balance dated prior to March 1, 2020, will not be considered.
- The MOAA Foundation will not assist with any legal fees.
- Grants available on first-come, first-served basis. However, priority will be given to caregivers and veterans not currently eligible for service relief society or similar support and those who fall below the U.S. Median Household Income (or will as a result of job loss due to COVID-19 pandemic).
- All ranks, all branches of U.S. uniformed services (including National Guard and Reserve) are eligible.
- MOAA/Chapter members are eligible to apply, but membership is not required. Preference will NOT be given to applicants with MOAA/Chapter affiliation.

### Eligibility Requirements:

To be eligible for this program you must:

- Be currently serving (including National Guard and Reserve), spouse of an active duty servicemember, veteran (with an honorable discharge), or a caregiver of the same.
- Provide proof of negative financial impact (layoff, reduced hours, etc.) because of the COVID-19 crisis.
- Have exhausted available liquid assets.

**Required Documentation:**

Unless specifically asked, **please do not provide** any personal identifiable information (PII) (e.g.: Social Security number or documents that contain this or other PII). Only provide this information to a verified MOAA staff member if/when requested.

- Applications must include a copy of debt documentation (for example: a utility bill).
- Apartment lease and/or late notice required when requesting assistance with rent.
- You *may* be asked to provide proof of service/honorable discharge (DD-214) and/or your latest tax return (IRS Form 1040). Please do **NOT** provide this – or any other documentation with PII – unless specifically requested.
- Submit proof of negative financial impact (layoff, reduced hours, etc.).

## Frequently Asked Questions and Contact Information

*Below is a list of possible questions individuals may have before, during, or after the application process:*

### **Can an application be hand-written and mailed?**

Yes. However, this may take longer to process. All hand-written applications should be mailed to:

Military Officers Association of America  
Attn: Relief Grant  
201 N Washington St  
Alexandria, VA 22314

### **When will money be given out if awarded a grant?**

This depends on demand, and we will work to get these funds disbursed as soon as possible.

### **Can I apply for this grant more than once?**

Due to the anticipated volume of need and allotted funds we are able distribute, we are only accepting one application per household.

### **Who should I contact with questions?**

Please reach out to the Member Service Center at (800) 234-6622 or via e-mail to [MSC@moaa.org](mailto:MSC@moaa.org) with questions.