

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

COVID-19 Relief Fund Small Grant Application Instructions for  
Councils and Chapters

**Table of Contents**

The MOAA Foundation and Relief Grant Information.....2

Information for Councils and Chapters ..... 3, 4

Attachments for Chapter Completion and Applicant Use.....5

Eligibility and Requirements Information.....6, 7

FAQs and Contact Information.....8

## **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.

**Emergency Financial Relief** With funds received through the COVID-19 Relief Fund, the foundation is providing grants up to \$500 per household for military and veteran families experiencing financial hardship due to the coronavirus outbreak. We will continue to take applications until need no longer exists or funds have been exhausted.

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

## Information for Councils and Chapters

Thank you for participating in the MOAA Foundation's COVID-19 Bill Pay Relief initiative and for helping us quickly identify and screen military and veteran families in need. Your assistance is greatly appreciated.

**Chapters:** You will be providing the MOAA COVID-19 Grant Application and Application Submission Instructions to individuals who are eligible and interested in applying for this grant. Please refer to the instructions below for further information.

1. Ensure you are digitally sending out the MOAA COVID-19 Grant Application PDF along with the Application Submission Instructions. Both of these documents are attached for your use.
  2. Once you have shared the application and instructions to those who are interested in applying, please continue to be on the lookout for application responses to your email.
  3. You must complete a corresponding Verification Form (attached) for each application submission received.
  4. Once complete, please email the completed application, supporting documentation, and corresponding Verification Form to MOAA National staff at [relief@moaa.org](mailto:relief@moaa.org) for final review. This must be done for each application submission.
  5. Applications, along with their corresponding documents, will be reviewed as they are received. Processing times may vary, but the goal is to be able to determine award status within one week of MOAA National receiving the application to [relief@moaa.org](mailto:relief@moaa.org).
- Note:** Please do not tell the applicant they will receive a decision within one week. If asked, feel free to let them know the processing time will vary based on demand but we are working hard to ensure a quick turnaround.
6. Once a decision has been made regarding an application, the Development Team will alert the council/chapter member of the award determination (if the applicant consented in their application to disclosing their application status to the chapter or chapter member) and offer them the opportunity to contact the applicant within 24 hours.
  7. Development staff will send the applicant an email to confirm the decision 24 to 48 hours after the chapter representative is notified. If the grant will be awarded, we will include a request for electronic funds transfer (EFT) or other required documentation (receipt/reporting requirement, testimonial request, etcetera) in this confirmation email. To avoid the potential sharing of personal identifiable information (PII), the chapter will not be copied on this determination email to the applicant. **Please do not accept or collect any EFT or banking information from the applicant for any reason.** Encourage the awardee to follow the instructions for submission provided in the award confirmation email from MOAA National and contact our Member Service Center with questions ([MOAA.org/contact](https://moaa.org/contact)).

8. The time it will take before funds are disbursed will vary based on how long it takes the awardee to submit required documentation/EFT information and the number of applications received (the more received, the longer the process might take).

## **Forms for Chapter Use and Completion**

1. Application Verification Form PDF (contains a series of questions and provides room for comments for those involved in the processing of grant applications).

## **Forms to Give to Applicants**

1. MOAA COVID-19 Grant Application
2. Application Submission Instructions

## 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 to those who fall below the U.S. Median Household Income (or will as a result of job loss due to the 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 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 to do so, **please do not** ask for personally identifiable information (PII) (e.g: Social Security number or documents that contain PII). Only request this information if asked to do so by a verified MOAA staff member.

- 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 to 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.