

# GRANT PROGRAM

## APPLICATION AND INSTRUCTIONS



**FEEEA**

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

[www.feea.org](http://www.feea.org)

#FEDSHELPINGFEDS

**Instructions for Applying for a Disaster Relief/Emergency Grant From  
FEEA: The Federal Employee Education & Assistance Fund**

Natural disasters strike each and every year all across the United States. Often close to 100 natural disasters are declared each year in response to floods, hurricanes, winter storms, wildfires, droughts, and tornadoes. FEEA offers disaster relief grants to eligible federal employees for major losses due to natural disasters or in rare cases, personal emergencies. FEEA has given over 9,000 disaster relief grants, totaling \$4.5 million, to federal employees since 1986.

**Eligible Disasters/Emergencies:** Declared Natural Disasters. Please check the Federal Emergency Management Agency website for the list of declared disasters: <https://www.fema.gov/disasters>. Additionally, the Bill Bransford Helping Hands Fund provides funding for extreme personal emergencies that may not be the result of a natural disaster.

**Maximum Grant Amount:** Generally \$500 is the upper grant limit and the exact amount of the grant provided will be determined by FEEA.

**Individuals Eligible for Grants:** Full-time or part-time, permanent federal civilian or postal employees employed with the federal government for more than one year. The National Association of Active and Retired Federal Employees (NARFE) also provides disaster grant funds to members in good standing.

Priority will be given to applicants who have not previously had a grant from FEEA and are suffering extreme financial hardship.

**Eligible Grant Expenses:**

- Reimbursement of home repairs not covered by insurance
- Temporary lodging
- In very rare circumstances, FEEA may grant funds toward other extreme hardship expenses

Please note our ability to give grants is subject to the availability of funding. FEEA relies on donations by concerned individuals and institutions to support its work.

FEEA does not offer grants for "minimal loss" situations, such as costs incurred for temporary evacuations during a storm or loss of perishables due to power outages.

Grants given for disasters not Presidentially-declared may be taxable to the recipient (<https://www.irs.gov/pub/irs-pdf/p3833.pdf>). Please consult your personal tax advisor for more information.

## Grant Application:

- Please complete all sections of the application in full and submit it together with all required supplemental documentation together in one email to [emergency@feea.org](mailto:emergency@feea.org). **After you complete your form electronically please print a copy and save it for your records. Then you can hit print again, but the second time, choose "Save as PDF" under printer destination, and it should save your completed form so you can email it easily.** Applications may also be submitted by fax if email is not available. Incomplete applications or those missing required documents will delay grant processing. FEEA does its best to review complete grant applications and process those approved as quickly as possible, generally within 15 business days. In disasters with large numbers of potential applicants, FEEA may hold grant applications and review on masse in order to ensure funding is provided to those with the greatest need. Applicants are encouraged to complete their applications as early possible.
  
- If you are a member of any of the following organizations/unions, please mark the appropriate space next to the acronym in the application:
  - American Federation of Government Employees (AFGE)
  - The National Treasury Employees Union (NTEU)
  - National Federation of Federal Employees (NFFE)
  - Federal Managers Association (FMA)
  - Federally Employed Women (FEW)
  - Senior Executives Association (SEA)
  - National Active and Retired Federal Employees Association (NARFE)
  
- Application materials will not be returned. Do not send original documents (bills, etc.).
  
- Please collect the following supplemental materials before completing and returning your application to FEEA:
  - Most recent SF-50 (Standard Form 50-Notification of Personnel Action). Please contact your agency's human resources office if you do not have a copy.
  - Most recent employee and spouse (if married) leave and earning statement(s).
  - Evidence of Disaster: (ex. images from disaster site, copy of insurance report, deductible payment, e.g.).
  - Copy of bill(s) for which you are requesting assistance (e.g. repairs or temporary lodging).



# FEEA

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

## Disaster/Emergency Grant Application

### Personal Information

First Name Middle Initial Last Name

Date of Birth Social Security Number Gender

Home Address

City State Zip

Personal Email Address Cell Phone Home Telephone

DYUgY `]bX]WJHY `]Zmc i `Ufy `U`a Ya VYf cZUbm cZ\Y `Zc `ck ]b[ `[ fci dg  
AFGE NTEU NFFE FMA FEW SEA NARFE

Are you a Veteran of the US Armed Forces?

Total Number of Dependents: \_\_\_\_\_

First and Last Name of Dependents	Relationship	Age	Current Address

### Employment Information

Federal Agency Name Sub-Agency Position Title

Employee Work Telephone Employee Work Email Address

Agency Office Address

GS Grade Annual Salary

Immediate Supervisor Supervisor Work Telephone

## Emergency Information

What is your reason for your disaster/emergency loan request (check one)?

- Hurricane
- Severe Storms/Flooding
- Tornado
- Earthquake
- Wildfires
- Blizzard
- Other \_\_\_\_\_

What expenses are you seeking grant reimbursement of (check all that apply)?

- Reimbursement for home repairs not covered by insurance
- Temporary lodging
- Other \_\_\_\_\_

Please describe the circumstances leading you to seek a grant from FEEA.

## Personal Finances

### Monthly Household Income

Net Pay of Federal Employee \_\_\_\_\_

Net Pay of Spouse \_\_\_\_\_

Disability/Retirement Income \_\_\_\_\_

Other: \_\_\_\_\_

(eg. child support, unemployment) \_\_\_\_\_

### Checking & Savings Accounts

Financial Institution	Balance	Date
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Financial Institution	Balance	Date
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### **MORTGAGE INFORMATION**

### **OWN or RENT**

### **RENTAL INFORMATION**

\_\_\_\_\_  
First Mortgage Holder

\_\_\_\_\_  
Rental Name or Owner

\_\_\_\_\_  
Balance Due on Mortgage    Monthly Payment

\_\_\_\_\_  
Contact's Phone

\_\_\_\_\_  
Second Mortgage Co.

\_\_\_\_\_  
Monthly Payment

\_\_\_\_\_  
Second Balance Due    Monthly Payment

Homeowner's Insurance:  Yes  No    Deductible \$ \_\_\_\_\_    Paid:  Yes  No

Have you previously had a grant from FEEA?  Yes  No

Other Assistance (received or applied for) i.e., Red Cross, FEMA, local charities: \_\_\_\_\_

### Other Debt (Auto loan, credit card, child support, alimony, etc.)

Name of Creditor	Balance	Monthly Payment	Item
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Name of Creditor	Balance	Monthly Payment	Item
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Name of Creditor	Balance	Monthly Payment	Item
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## Have you attached?

**Most recent SF-50 (Standard Form 50-Notification of Personnel Action)**

**Most recent employee's and spouse's (if married) leave and earning statement(s)**

**Evidence of Disaster/Emergency (see instructions)**

**Copy of bill(s) for which you are requesting assistance (e.g. lodging or repair bill)**

**Grant Application Agreement:**

I certify that all of the information included in my grant application is true and accurate to the best of my knowledge.

I understand that grant approval is not guaranteed and is at FEEA's discretion.

I understand that grants received from FEEA may be considered taxable income depending on the circumstances surrounding the grant, and that is my responsibility to determine and declare this as income as may be required by federal and state law.

I authorize my federal agency supervisor to release information pertaining to my leave and earnings statement and work status, and authorize FEEA to receive information from my supervisor as deemed necessary.

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**Printed Name****Signature****Date**