



Soldiers and Airmen Assistance Fund, Inc. (SAAF)

North Carolina National Guard
7410 Chapel Hill Road
Raleigh, NC 27607

The purpose of this directive is to establish guidelines and procedures for the SAAF grant program. These guidelines are not intended to nor does it attempt to undermine the Articles of Incorporation and the Bylaws of the Soldiers and Airmen Fund; but rather, its purpose is to amplify and in some cases, clarify its contents. These guidelines have been adopted and approved by the Board of Directors on 6 December 2016.

SAAF Grant Program Guidelines

The Soldiers and Airmen Assistance Fund (SAAF) is a 501c-3 non-profit organization established in 2004 with the purpose of providing assistance and support to those serving in the North Carolina National Guard during both peace and wartime. The SAAF is proud of our Guardsman, past and present, and their service to our country.

“Financial assistance is designed to remedy a one-time problem, not an ongoing situation. Applicants should explore all resources (family, community service organizations, churches, etc.) before making an application for assistance.”

1. Who is eligible?

A. Any current member of the North Carolina National Guard. If the member is deployed, their spouse is eligible to request assistance with a valid power of attorney. Member must be in good standing with no AWOLs or unsatisfactory performances, no current debt to the military or the government and must have completed basic training.

B. Individuals classified as Wounded Warriors released from the North Carolina National Guard because of physical injuries incurred since September 11, 2001. Proof that the member sustained an injury in combat, or related to combat, or while on orders in the performance of their duties is required.

2. Types of grants available.

A. Basic grant is \$500.00 unless there are extenuating circumstances. Exceptions to this amount are considered on a case-by-case basis. An exception to policy letter is required if the Commander/1SG believes additional funding is needed to remedy member's situation and why it should be granted.

B. Wounded Warrior Assistance Grant, \$2,500.00 maximum.

3. What qualifies for assistance? Bills or needs deemed to be consistent with the charitable purposes and principles for which this corporation was established.

- Utilities to prevent disconnection
- Short-term affordable housing

- Food assistance
- Loss of home /personal items due to fire
- Recent loss of employment
- Unexpected medical expenses
- Illness or injury resulting in loss of income
- Travel for expenses on a personal emergency
- Essential emergency vehicle repair related to their job
- Other expenses are considered on a case-by-case basis

4. What does not qualify for assistance?

Such as, but not limited to:

- Goods or items of convenience or luxury
- Expenses over child custody (support or alimony)
- Legal Civil Matters (Fines, traffic tickets, court cost, bankruptcies, counsel, etc.)
- Credit card debt, student tuition or loans
- Bills for someone other than the Guardsmen and their dependents
- Child support payments
- Home repair or improvements
- Vehicle payments of any type, insurance
- IRS or military debt, or debt owed to a friend/family member
- Military pay issues
- Funeral related expenses
- Bills obviously due to excessive use or personal mismanagement

Each application will be evaluated on its individual merits. The SAAF reserves the right to make exceptions on a case by case basis.

5. Steps to a successful application.

A. Download the application located on the NC National Guard website: <http://www.nc.ngb.army.mil/Services/Pages/NCNG-SAAF.aspx> . The Soldiers and Airmen Assistance Fund will not accept any incomplete applications, as all forms must be filled out with required documents and signed by the Service Member.

B. Attach the following documents to the request.

(1). Copy of overdue bill(s) for which you are requesting assistance. This must include the account holder's name, account number, creditor's name, payment address and phone number.

(2). Letter of Good Standing from the Commander or First Sergeant.

(3). Copy of your most current LES and civilian pay check to include your spouse if they work.

C. When complete, email, mail, or fax the request to the address and numbers located at the top of application form.

D. No information will be released by the SAAF to any outside organization except military channels as required.

6. The review process.

A. Basic grant requests are reviewed by the Grant Review Committee (GRC).

B. Requests exceeding \$1,000.00 are reviewed by the Chairman of the Board or any two Directors if he is not available.

C. The goal of the Soldiers and Airmen Fund is to respond to each request within three (3) working days.

D. The SAAF reserves the right to make exceptions on a case by case basis.

7. How financial assistance is paid?

A. Payments are made directly to the creditor and unless extraordinary circumstances exist, funds will not be provided directly to the Soldier or Airman. If the case involves a request for food assistance, gift cards or monetary grants will be sent to the family, not to exceed \$200.00.

B. If the applicant is approved for more than \$500.00, the requestor cannot apply to the fund again until one year has passed from issue date of the check.

C. Applicants will be notified by personal letter or email when determination of their case has been decided.

D. If the check is not cashed within 60 days from the date it was written, a stop payment request will be made to the bank and it will be cancelled.

8. Need more information?

Contact our office at 919-851-3390, (toll-free 1-800-821-6159 ext.3) or email ncngsaaf@bellsouth.net.