

## INSTRUCTIONS

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### Humanitarian Assistance Grant (Individual)

The Humanitarian Assistance Program for Individuals provides short-term financial assistance to help applicants meet immediate financial obligations due to unforeseen personal circumstances that they cannot otherwise satisfy with their personal resources. Applicants must provide sufficient documentation to demonstrate their immediate need, a reason for the request, disclose personal resources and be willing to apply for other assistance that may be available. At a minimum, applicants must apply for a Pennsylvania Veteran's Temporary Assistance grant through their local County Director of Veteran's Affairs.

To apply, complete an APPLICATION FOR HUMANITARIAN ASSISTANT GRANT in full. After review and if approved, assistance will be provided by paying creditors directly in the name of the applicant; funds are not paid directly to the applicant. Eligible applicants can receive one grant every twelve (12) months.

#### **Application Instructions**

- I. Complete Section One (1) of the application in full. Applicant must provide name in full, address, at least one phone number where applicant can be reached during business hours and an email address. Email will be used for acknowledgement and for routine correspondence with applicant.
- II. Provide the relationship that the applicant has to the Marine Corps, the Marine Corps League and/or the Marine Corps League of Pennsylvania. Eligibility for an assistance grant under this program requires:
  - A. Membership in the Marine Corps League of Pennsylvania, either as a regular, associate member in good standing or as a life member, and their family, or
  - B. Marine or FMF Navy Veteran (Corpsman, Chaplain, Other FMF) living in the Commonwealth of Pennsylvania, and their family. Need not be a member of the Marine Corps League or Marine Corps League of Pennsylvania, or
  - C. Active Duty or Reserve Marine or FMF Navy Personnel who are stationed in or who reside in the Commonwealth of Pennsylvania, or
  - D. Individuals residing in Pennsylvania who have a logical and significant connection to the Marine Corps or the Marine Corps League but do not meet the above criteria. Eligibility under this option requires documentation and is subject to approval by the Foundation Board of Directors.

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- III. Complete section three (3) and indicate the status of the applicants application for a Pennsylvania Veteran's Temporary Assistance (VTA) grant. This is a requirement of the program and the applicant's information will be forwarded to their local County Director of Veteran's Affairs if not completed prior to applying for a grant under this program. Note that eligibility under this program does not require receiving a VTA grant, only completing an application for a VTA grant.
- IV. Complete sections four (4) and (5). Enter the amount of financial assistance required in section four (4) and provide an explanation for the request in section five (5).
- V. Section six (6) must be completed by all applicants as this program is based on financial need. Applicants should complete this section in full and provide supporting documentation (bills, receipts, statements) for those items that normally have such. There are two sets of columns in section 6 – one for income, the other for expenses. Both are required and should be completed to the best of the applicant's ability.
- VI. In section seven (7) please indicate any unusual circumstances or expenses that may not appear in section six (6). Examples are one-time medical, tax or repair bills.
- VII. In section eight (8) list any other financial resources available to the applicant. Examples include family assistance, other grants (not VTA), loans, savings, etc.
- VIII. Sign and date the application in section nine (9). Applications that are not signed cannot be considered. Please contact the Foundation using the below email with questions.

After the application is completed and signed, forward the application and all supporting documents to the Foundation at:

MCLPA Foundation  
Humanitarian Assistance Program  
PO Box 6043  
Harrisburg, PA 17112

Alternatively, scan and attach application and documents to an email and send to:

MCLPA Foundation, address: [staff@mclpafoundation.org](mailto:staff@mclpafoundation.org)

Applications will be acknowledged by email and will be considered as expeditiously as possible. All applications will be shared with the local County Director of Veteran's Affairs to ensure the applicant receives any other assistance available through their County. Applicants may be asked to provide additional information to complete their application.