

**Marine Assistance Program Fund
Department of Alabama Marine Corps League**

- PRINT / TYPE ALL INFORMATION – attach additional pages as necessary

Eligibility: ☐ Marine ☐ FMF Corpsman or Chaplain ☐ Family or Family Member ☐ Other (explain)

Urgency: ☐ Normal ☐ **Emergency/Time Sensitive**

Initiating Detachment: _____ **(Sponsor)**

Sponsor's Contact Information: _____

• Telephone #: _____ Ext: _____

• E-Mail Address: _____

Recipient's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Ext: _____

Recipient's E-Mail address: _____

Attach current situation and proposed Solution

Requested Amount: \$ _____ (Estimated dollars)

Date Needed: MM/DD/YYYY _____

Detachment Commandant's Signature: _____

Telephone#: _____ Ext: _____

• E-Mail Address: _____

Approval By: _____ Date: _____ Amount: \$ _____

WRITTEN PROPOSED ACTION PLAN must ensure compliance of the below listed areas.
The complete Action plan must be typed or hand-written (legible) in a separate statement by the sponsor.

Department of Alabama Marine Corps League

Marine Assistance Program Vetting Form

Information supplied on this form will be kept confidential. Attach additional pages where necessary.

Eligible recipients must reside in the State of Alabama. Proof must accompany this request. Requirements are listed below:

1. Are currently serving on active duty or the reserves of the United States Marine Corps.
2. Or have an Honorable Discharge from the United States Marine Corps.
3. Or be a dependent of an Honorably Discharged Marine.
4. Or be a member in good standing of the Marine Corps League within the State of Alabama.
5. FMF Corpsmen and FMF Chaplains that served with and supported Marines are considered eligible members. same as Marines.

Name _____ **D.O.B.** _____

Current street address: _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **email** _____

Attach copy of DD214 or other documents of proof listed above.

Description of Military Service, dates and duty stations.

Wife's full name: _____ **D.O.B.** _____

Status of marriage: _____

Children (names and ages) _____

Department of Alabama Marine Corps League

Marine Assistance Program Vetting Form

Employment Status including earnings:

Wife's employment status including earnings:

If you are receiving VA benefits: _____ Attach copy of VA letter award.

List any other assets (liquid and tangible) that you currently have: (savings account, investment accounts, rental property, vacant properties, business interest, etc.)

Any other income not listed above and source:

List all monthly expenses: (include all monthly obligations, mortgage, rent, utilities, cars notes, insurance, phone, etc.) Use a separate page and attach a copy of each bill where possible.

Financial assistance requested: (List the reason you are seeking financial assistance and supply copies of all related documents pertinent to the request. Include any and all bills you are requesting assistance with.

Please describe what lead to the situation that you are requesting assistance with. Relate any and all pertinent information or documents that may have an impact on your current situation.

VETTING POLICY:

- Vetting is used to verify the actual need of the prospective recipient prior to the distribution of funds. All vetting and sensitive information will be kept confidential and secure by committee members.
 - a.) A complete vetting report must be turned in to the “Marine Assistance Program” Committee Chair for all request.
 1. A non-emergency request will be reviewed by the committee members and a recommendation will be made to the Department membership by the Committee Chairman to approve or reject the request at the next scheduled Department of Alabama quarterly or annual meeting.
 2. In an emergency request, the Marine Assistance Program Chairman will forward the vetting report to all committee members for their recommendation. The Emergency Request can be approved, modified or denied by a “majority” vote of the Committee.

VETTING PROTOCOL:

- a) The sponsor will vet the prospective recipient on all requests.
- b) Emergency requests greater than \$4,000.00 will not be considered.

VETTING REPORT: The Vetting Officers will verify and report the following information in writing with copies of records where available and appropriate:

- a) Financial assistance eligibility:
 1. Income (sources and amounts including VA), assets (cash, savings, investments, home, car etc.)
 2. Expenses (mortgage, bills, credit cards, groceries, loans etc.)
- b) DD214 or discharge papers or MCL membership. Proof of relationship to eligible person.
- c) Name and all contact information of prospective recipient is correct.
- d) Insurance status (Receiving settlement money from insurance company and amount)
- e) Narrative of situation explaining needs with the 5 “w’s”. Include plans or resources to recover from situation if available and/or necessary.

ADDITIONAL INFORMATION IF AVAILABLE:

- As appropriate, provide photos to better illustrate and/or substantiate need.
- Identify and list axillary aid being provided and by whom (private, foundations, etc.).
- Potential conditions and/or circumstances of adverse influence (felon, DUI, Credit problems, abuse, etc.).
- Realistic action plan with timetable (include options, if any).
- Determine the financial assistance requested is realistic to address current need.
- Recommend amount of funds and distribution to be provided in support of need.
- Additional information and/or recommendations pertinent to support or reject request.

FOR YOUNG MARINE UNITS & MARINE CORPS JUNIOR ROTC PROGRAMS IN ALABAMA:

- Once per fiscal budget year (1 July to 30 June), any Alabama YM Unit or Alabama Marine JrROTC Program may make a request for a financial grant up to \$1,000, from the Marine Assistance Program (not retroactive if a year is missed) to enhance their program. The request MUST be vetted and forwarded by a local Detachment only. The request should include a specific action plan on what the funds will be spent on.
- The vetting process for YM Units and Marine Jr ROTC Programs must comply with all requirements as any other individual or groups requesting a grant.

All request must use the approved forms provided and be filled out in its entirety and signed by the Commandant (or Sr. Vice Commandant in the absence of the Commandant), then forwarded to the Chairman of the Marine Assistance Program, Department of Alabama MCL at:

alabamamapf@gmail.com

Revised July 2026