

Guide To Completing Your Application For A New Jersey National Guard State Family Readiness Council Business Grant

Applicants are encouraged to seek the assistance of Coordinators at one of the Family Assistance listed below. These people have been trained to assist Applicants in the application process and are available by appointment to provide assistance in completing applications. Seeking their assistance can save time by eliminating discouraging false starts in the application process. The sooner applications are completed correctly the sooner help can be provided.

The comments that follow are keyed to the numbers preceding the information to be entered in or attached to the application:

1. Enter the name of the person applying for the grant.
2. Enter the E-Mail Address of the Applicant. If the Applicant does not use E-mail regularly, leave the space blank.
3. Enter the mailing address of the Applicant.
4. Enter the Home Telephone Number of the Applicant. Be sure to include the Area Code, e.g., (XXX) XXX-XXXX.
5. If the Applicant typically can be reached by Cellphone, enter that telephone number. Be sure to include the Area Code, e.g., (XXX) XXX-XXXX.
6. Enter the Rank and Name of the Service Member.
7. Indicate the Unit of the New Jersey National Guard of the Service Member.
8. Enter the Name of the Business.
9. Enter the Address of the Business.
10. Enter the Telephone Number of the Business.
11. Circle the Form of Business under which business is conducted.
12. This statement, which must be signed and dated by the Applicant and attached to the application, is critical to establishing eligibility for a Business Grant. As noted on the Application Form, the statement must provide the following information, (a) how long the business has been in operation, (b) the type of service or product provided by the business, (c) the specifics of how the grant, if awarded, would be used to help sustain the business during the Service Member's deployment or help to resume business operations following the Service Member's deployment, (d) the specifics of cost saving measures already taken and any steps taken to obtain assistance from other sources and the results of those efforts, e.g., contacting creditors to negotiate a more achievable payment schedule, substantially depleting personal savings, and/or arranging a business loan or grant. In

attempting to substantiate the need for a grant to help sustain a business during the Service Member's deployment it is important to demonstrate that it is reasonable to expect that that grant will have a significant impact on efforts to avoid debilitating erosion of the customer/client base thereby avoiding the need to essentially re-establish the business following demobilization and that the costs to which the grant will be applied cannot reasonably be offset elsewhere.

13. Check the items being attached to the application in addition to the Statement required in #14. Providing supporting documents with the application can go a long way toward establishing need and speed up the process of awarding of a grant. The Leave and Earnings Statement (DFAS Form 702) and a copy of the Service Member's Deployment Orders and/or Discharge Papers (DD214) provide proof of the Service Member's current military status. These items together with the most recent Federal Tax Return and an Income / Expense Statement for the coming year are required with the application. When the grant is to be used to repair items, Applicants must obtain and attach at least two Repair Cost Estimates. Typical other attachments might include outstanding bills. Providing copies of the bills that would be paid from the grant, if awarded, can speed up the process of paying creditors by allowing payments to be made directly to them on behalf of the business. When copies of bills are attached, a list showing the amount currently due on each should be included. Applicants should keep the original copy of all bills.
14. The Applicant's signature allows The State Family Readiness Council and its representatives to contact others to clarify information contained in the Application and secure assistance on the Applicant's behalf and releases them from liability claims as they try to assist the Applicant. Finally, the Applicant certifies that the information provided in the application is true, complete, and correct. Failure to state that assistance already has been granted by another organization and the full extent or that assistance would be sufficient reason not to award a grant.
15. As noted above, Applicants are encouraged to seek the assistance in completing their application from a Coordinator at one of the National Guard Family Assistance Centers listed below. Seeking such assistance can save time by eliminating discouraging false starts in the application process. The sooner applications are completed correctly, the sooner help can be provided. Applicants, who decide to complete the application on their own, are asked to deliver their completed application to the Coordinator at their nearest National Guard Family Assistance Center. The Coordinator will review, sign, and date the application in the space provided, and forward it to the State Family Readiness Council Finance Committee for consideration.
16. This space is for the use of the Finance Committee.

New Jersey National Guard Family Assistance and Family Readiness Center Coordinators

You can contact the Family Assistance or Family Readiness Center most convenient to you by dialing their number listed below or by calling the Toll Free Number 1-888-859-0352 and following the instructions once you reach the automated menu.

New Jersey National Guard Family Assistance Centers

You can contact the Family Assistance most convenient to you by dialing their number listed below or by calling the Toll Free Number 1-888-859-0352 and following the instructions once you reach the automated menu.

Teaneck Armory (201-833-8356/0632)
1799 Teaneck Rd
Teaneck NJ 07666-0687

Lawrenceville Armory (609-671-6681)
151 Eggerts Crossing Rd
Lawrenceville, NJ 08648-2897

Jersey City Armory (201-915-3589/3591)
678 Montgomery St
Jersey City, NJ 07306-2208

Toms River Armory (732-341-9102 ext 13)
1200 Whitesville Rd
Toms River, NJ 08753

Morristown Armory (973-656-3592)
430 Jockey Hollow Rd
Morristown, NJ 07960-0499

Woodbury Armory (856-252-6893)
658 N Evergreen Ave
Woodbury, NJ 08096

Somerset Armory (732-937-6290)
1060 Hamilton St
Somerset, NJ 08873

Pomona AFB (Air & Army 609-272-6546)
400 Langley Rd
Egg Harbor Twp, NJ 08234

Mc Guire AFB (609-754-4479)
3327 Charles Blvd
McGuire AFB, NJ 08641