

GUIDELINES FOR THE DISBURSEMENT OF LERF FUNDS

1. The League Emergency Relief Fund (LERF) is a fund of last resort.
2. Individuals are eligible to apply for LERF funds who can demonstrate their status as: A professional craftsman who has suffered a disaster which significantly interrupts or prevents them from making their craft and living, and for whom said disaster creates an emergency situation and need for immediate relief funds. The craftsman must be a permanent resident of the United States.
3. LERF defines a disaster as: A physical circumstance that significantly and adversely affects a craftsman's ability to produce and/or market their work.
4. LERF defines a professional craftsman as: An individual committed to their craft, whose primary source of income for the past two years is derived from their personal production and sale of handmade objects. One's work should show technical competency as well as personal identity. The applicant must be a professional craftsman at the time of application and for a minimum of two years prior to the date on which the loan is requested. Photography or graphics are not included in our definition of crafts. Craftspeople using kits will not be considered.
5. Individuals who are eligible for consideration must fill out and return an application and furnish requested information. Pay particular attention to the sections detailing professional affiliations, references, where your work is sold and exhibited. Photographs and/or slides, 1040 forms and all other relevant documentation pertaining to the emergency should be submitted at the time of application.
6. Applications will be reviewed upon receipt by LERF's Loan Committee. The Committee will make every effort to expedite the decision making process.
7. Recipients of LERF loan funds are expected to replenish the Fund as soon as possible to allow others the opportunity to receive funds.
8. LERF will offer non-monetary assistance in appropriate circumstances.
9. LERF allows a craftsman to reapply for a loan one year after the initial loan has been made, but only after indication of attempted payment of past loan is made.
10. All information provided by applicants will remain confidential.
11. LERF does not discriminate against applicants based on race, creed, color, age, gender or sexual orientation.



**CONFIDENTIAL APPLICATION FOR ASSISTANCE
LEAGUE EMERGENCY RELIEF FUND (LERF)**

49 South Main Street, Suite 100
Concord, NH 03301
(603) 224-3375

NAME: _____
ADDRESS: _____
TELEPHONE: _____
CRAFT: _____

Please describe in detail the disaster which you have suffered, using a separate page if necessary.

How does this affect your ability to make your living?

Please enclose (if applicable): medical bills/information, police reports, itemized lists of lost or destroyed merchandise or equipment, estimates for the repair/replacement of tools, etc., along with any other information which you consider relevant.

Are you covered by health insurance? Yes No

Do you own any other insurance policies? Yes No

Please describe what percent of coverage they provide.

How long have you worked full time at your craft? _____

Is your primary income derived from sale of your work? Yes No

Please list other assets or sources of income, including stocks, trust fund, home or spouse's income.

Please enclose your IRS 1040 form from last year. Your application will not be processed without your IRS form.

How did you hear about LERF? _____

Please describe your work, enclosing slides and resume if possible.

Professional affiliations:

Please list 3 shops, galleries, clients or collectors who carry your work. Include their addresses and telephone numbers.

- 1) _____
- 2) _____
- 3) _____

Please list your materials suppliers with their addresses and telephone numbers.

- 1) _____
- 2) _____
- 3) _____

Please list craft fairs at which you have exhibited/will exhibit this year, including promoters' names and telephone numbers.

- 1) _____
- 2) _____
- 3) _____

For what will you use this loan?

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LERF is intended to be a fund of last resort, to help craftspeople in dire need.

I am requesting: _____

I agree that if any or all legal disputes ensue that they will be resolved under the laws of the State of New Hampshire.

I hereby certify that the above statements and information are true, and correct in all respects. I understand that this is a no-interest loan, to be repaid so that the fund can be used to aid other craftspeople in crisis.

Signed: _____ Date: _____

**SEND COMPLETED APPLICATION TO: LERF - Attn. Executive Director
49 South Main Street, Suite 100, Concord, NH 03301**

Questions? Telephone (603) 224-3375