



# Wiesbaden Community Spouses Club, Inc. Grant Application Information

## **Submission Information**

In 2019/2020, the Grants & Gifts Committee will have nine meetings from September – May to review applications.

Final submissions for the fiscal year 2019 -2020 must be received by May 15th 2020.

Requests for funds must be for upcoming events/projects, not those projects that have already occurred.

Grant money will NOT be given to individuals, only to community organizations. Checks will not be made out to individuals. Proper accounting, to include receipts, must be returned for all monies granted.

Organizations must complete the application form in its entirety. Incomplete forms will not be considered.

The form must be received by the 15th of each month to be considered for the next grant meeting.

All requests NOT received by the 15th will be held until the following meeting, the next month. Be aware of the time needed between submission of request and committee review. Any request received after May 15, 2020 will NOT be considered.

## **Application Process**

Please answer each question with as much detail as possible to expedite the process. Should the Grants & Gifts Committee have additional questions or concerns, we will contact you prior to review.

The Grants & Gifts Committee reviews all applications in confidence.

After approval/disapproval, the Grants & Gifts Chairperson will notify your organization's Point of Contact (POC) by letter, personal call, or email.

If approved:

- Your organization's POC will receive a check.
- POC completes and signs WCSC Grant Acknowledgement & Terms form.
- POC returns form to the Grants & Gifts Chairperson ([grantswcspousesclub@gmail.com](mailto:grantswcspousesclub@gmail.com))
- POC returns all supporting receipts and unused funds within 10 days after the event/ project date.

***Failure to return documentation, receipts, along with unused monies may result in that organizations ineligibility for future grant considerations.***

Checks for unused monies may be made out to WCSC.

For more information, please send an email to the Grants & Gifts Chairperson at:  
[grantswcspousesclub@gmail.com](mailto:grantswcspousesclub@gmail.com).

***Please note that the WCSC reserves the right to disclose your organizations name and grant amount received after it is approved.***



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## Application Information

Date of Submission: \_\_\_\_\_

Name of Requesting Organization: \_\_\_\_\_

Project / Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

Date Desired:\* \_\_\_\_\_

*\*Application must be received by the 15th of the month to be considered at the next Grants & Gifts meeting.*

*Please be aware, grants of \$1001 or more must be approved by the WCSC Board of Governors at their regular monthly meeting. Any grant of \$3001 or more must then be approved by the WCSC General Membership at their monthly meeting. Therefore, approval of some larger grants may take as much as 10 weeks after the grant application deadline.*

## Organization's Physical Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Mailing address (APO if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Points of Contact

Please provide at least two.

\_\_\_\_\_  
Name Phone Email

\_\_\_\_\_  
Name Phone Email

\_\_\_\_\_  
Name Phone Email

**If approved, Check should be made payable to:** \_\_\_\_\_

**Note:** Checks cannot be made out to individuals, only organizations. The person receiving the check will be asked to sign a form stating they received the check.

*Complete the Form in its entirety. Incomplete forms will be returned, causing delay.*



# Wiesbaden Community Spouses Club, Inc. Grant Application

**Event/Project Information**

**Project / Event.** Briefly explain your proposed project/event, including your objectives, population to be served, how many will benefit, and how the community will benefit.

*NOTE: Monies cannot be granted for individuals. Requests for funds for food and/or prizes intended for use to gain profit, to fundraise, or to gift will be denied.*

**Proposed Budget.** What is the proposed budget for the event or project? \_\_\_\_\_

**Itemized Budget.** Please provide an itemized budget for those things which the grant money would be used to purchase.

**WCSC Percentage.** Indicate what percentage you are requesting WCSC to fund.

*NOTE: WCSC will not grant money for items which have already been purchased or events that have already occurred. Also, money will not be granted for purchases for resale.*

<u>Description of Item/Service</u>	<u>Amount</u>	<u>WCSC %</u>
<b><u>TOTAL</u></b>		

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## **Financial Support**

Please explain how your organization is financially supported.

(i.e., dues, funding from other sources)

Is your organization using any type of fundraising for this project/event?

- No
- Yes

If YES, how much has your organization raised, and do you have any future fundraising events scheduled?

Is your organization eligible for MWR funds? (all companies and/or units are eligible for these funds).

- No
- Yes

If YES, have you received your organization's MWR funds for this event? If so, how much?

Are you requesting funds from other sources for the project/event?

- No
- Yes

If YES, please provide details.

List all grants your organization has received in the last 12 months.

*Complete the Form in its entirety. Incomplete forms will be returned, causing delay.*



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## **Organization Information**

What is your organization's membership structure?

(i.e., Total number of members/people served; total number of military/military families served)

Please list where your Organization and/or Members have volunteered in the last year in the Wiesbaden Community.

Is there any other information about your organization or event the WCSC Grants & Gifts Committee should consider?

*Complete the Form in its entirety. Incomplete forms will be returned, causing delay.*