



# Wiesbaden Community Spouses Club Welfare Application Information

## **Submission Information**

In 2018/2019, the Welfare Committee will have eight meetings from August – May to review applications. (September, October, November, January, February, March, April, & May).

Final submissions for the fiscal year 2018 -2019 must be received by May 15th 2019.

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. Also, checks must be signed for and proper accounting (including receipts) 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 in that month's 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, 2019 will NOT be considered.

## **Application Process**

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

The Welfare Committee reviews all applications in confidence. ***Please note that the WCSC reserves the right to disclose your organizations name and grant amount received after it is approved.***

After approval/disapproval, the Welfare 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, sign for it, and will need to complete and return the WCSC Welfare Acknowledgement of Terms of Agreement Form (WATA) to the Welfare Chairperson in person or at [welfarewcspousesclub@gmail.com](mailto:welfarewcspousesclub@gmail.com). The WATA must be completed and returned within 10 days after receipt of grant check. All supporting receipts and unused funds must be returned 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 Welfare Chairperson at: [welfarewcspousesclub@gmail.com](mailto:welfarewcspousesclub@gmail.com).

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



# Wiesbaden Community Spouses' Club 2018 -2019 Welfare Application

## **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 that month's Welfare Meeting.*

*Please be aware, the Grants of \$1001 or more must be approved by the WCSC Board of Governors at their regular monthly meeting. Any Grant of \$2001 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:** 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.*



**Event/Project Information**

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 food and/or prizes intended to gain profit, fundraising, or gifting will be denied.*

What is the proposed budget for the event or project? Please provide an itemized budget for those things which the grant money would be used to purchase. 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>Item/Service</u>	<u>Amount</u>	<u>WCSC %</u>
<b><u>TOTAL</u></b>		

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



## **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 support?

- No
- Yes

If YES, what does your organization receive from MWR?

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

- No
- Yes

If YES, please provide details.

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

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.*



### **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; including the number of volunteer hours per person or group.

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