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| --- | --- |
| **Your Information & Request** | |
| **Requesting Organization (Print)** | **POC (Print)** |
| **Mailing Address:** | **Cell Phone:**  **Email:** |
| **EIN (For 501-c-3 organizations):** | **Requested Amount:** |
| **Check Payable To (may not be an individual):** | **Date Funds Needed By:** |
| **Your Project/Event** | |
| * Please provide a detailed description of your project/event to improve our understanding when considering your request. * Attach a detailed cost estimate of your project/event. * Include copies of vendor estimates, detailing any items you plan on purchasing or renting. * Include any taxes and/or shipping & handing costs. | |
| **Funds to be used for (be as detailed as possible):** | |
| **Total Cost of Project/Event:** | **Number of Individuals who will directly benefit from this Grant:** |
| **Your Funding** | |
| **Fundraisers and funds received/requested from other organizations (source and amount).**  **Will APF, NAF, or other funds be used? Include how funds will be applied and amount.** | |
| **Your Community Support** | |
| **Describe how your project/event supports military families at KAFB or elsewhere?** | |

**Proper authorization on each request must be obtained. See below for instructions.**

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Signature Printed Name Title Date

* ***Requirements for Signature***
  + If the request is from an MWR organization, a signature from the MWR Commander or Deputy is required.
  + If the request is from a Unit/Clinic/Organization/Booster, a signature from the Commander, Deputy or President is required
  + If the request is from a Committee, a signature from the Committee Organizer is required.
  + If the request is from a Private Org, a signature from the President is required.
  + If the request is from a school, a signature from the Principal is required.
  + Requests from a Scouting organization, a signature from the Troop/Pack Leader is required.

**Submitting Your Request:**

Your completed Grant Request form, with any accompanying documentation, can be submitted to the KSWC as follows:

|  |  |  |
| --- | --- | --- |
| **HAND DELIVER:**  KSC Thrift Shop  c/o Thrift Shop Manager  Typical Thrift Shop Hours:  10am to 2pm, Mon, Wed, Fri | **MAIL:**  Grants Chair c/o KSWC  P.O. Box 5488  Albuquerque, NM 87185-5488 | **EMAIL:**  **Grants Chair @**  [**KSCGrants@gmail.com**](mailto:KSCGrants@gmail.com) |

**Raising Funds for your Grant Request**

Funds for Grant Requests are generated through proceeds from the KSC Thrift Shop. A dedicated team of volunteers manage, organize, and sell hundreds of donated and consigned items daily. Fulfilling Grant requests requires more than 7,000 volunteer hours annually. New volunteers are always needed and appreciated.

The next time you are visiting the Thrift Shop, thank a volunteer (or two).

**Considerations for Submitting a Grant Request**

* Complete the form and provide any additional information on a second page. Requests can be submitted via email or dropped off at the KSC Thrift Shop.
* Deadlines
  + The KSWC Board meets monthly to discuss Grant requests, typically on the second Tuesday of the month. All requests should be submitted at least 7 days prior to the monthly Board meeting.
  + Grant requests are considered on a monthly basis between September and May.
  + Grant requests made during the summer (from June to September) may be delayed until the September or October Board meeting.
* The priority for Grant Requests is as follows:
  + Kirtland AFB Committees, Booster Clubs and Private Orgs
  + Local 501c3 organizations located in Albuquerque that support the military community
  + National 501c3 organizations that support the military community at KAFB and/or in other states
* The KSWC typically **does not pay for costs associated with travel expenses, food, beverage or childcare**.
* Information that the KSWC considers when reviewing requests:
  + How many people does your project/event benefit?
  + How will your project/event benefit the military community/local ABQ community?
  + What are the long-term benefits of this donation?
  + What additional efforts have been made to raise funds for your project/event?
  + What funds have been received/requested from other organizations?
  + Are there any APF/NAF or other funds available for your project/event?
  + History of prior KSWC Grants received (date, amount, purpose)
* Guidelines
  + The KSWC can only award grants to organizations, not individuals.
  + Awards are in the form of a check written to the requesting organization or their designee.
  + The KSWC does not make purchases for requesting organizations.
  + The KSWC does not provide cash awards.

Contact us at [KSCGrants@gmail.com](mailto:KSCGrants@gmail.com) or [www.kirtlandspousesclub.com](http://www.kirtlandspousesclub.com)