



Kirtland Spouses' Welfare Club (KSWC) Grant Request Form

Revised August 2023

OVERVIEW & INSTRUCTIONS

The Grant Application House Rules

- 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.
- The KSWC does not pay for costs associated with travel expenses, food, beverage or childcare.
- Grant requests of \$250 or less should be received no less than 45 days prior to the date funds are needed.*
- Grant requests of \$1000 or more must be received no less than 60 days prior to the date funds are needed.*
- 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.

Right of Refusal

- KSC retains the right to deny funding to any grant request submitted.
- Prior funding from KSC ensures no guarantee of future receipt of grant funding.
- Any grant request which does not meet all criteria listed or the deadlines specified may not be considered. No exceptions will be made.

Submitting Your Request

- Submit your completed Grant Request form and accompanying documentation to KSWC as follows:

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



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Your Information & Request <i>PRINT</i>	
Requesting Organization	Point of Contact
<u>FULL</u> Mailing Address:	Cell Phone:
EIN (For 501-c-3 organizations):	Email:
Check Payable To (NOT to an individual):	Requested Amount:
Project/Event Date:	Date Funds Needed:
Describe Your Project/Event	
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:



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Fundraisers and funds received/requested from other organizations (source and amount).

Your Community Support

Describe how your project/event supports military families at KAFB or elsewhere?

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.

Signature

Printed Name

Title

Date