**GUIDELINES:**

The Fort Huachuca Community Spouses’ Club (FHCSC) Community Grants Committee considers requests from:

1. Organizations/Schools that develop and foster a spirit of community and volunteerism.
2. Programs and enrichment activities within the Fort Huachuca and greater Sierra Vista communities as well as national associations that have a charitable or educational impact on our military families.

Priority is given in the following order: Local on-post organizations, local off-post organizations, off-post state-level or national-level organizations.

**WE CANNOT FUND GRANT REQUESTS FOR:**

1. Funding of any organization's own scholarships, grants, or any type of third-party distribution of funds.
2. Funding that is being utilized to raise additional funds (i.e., to purchase items for resale/auction or to fund grant writing).
3. Funding for individual use will not be considered. Funding requests must come through an organization or school.
4. More than one (1) grant per organization or school.
5. Consumable items will not be considered (i.e., luncheons/dinners/party supplies/etc.).
6. Salaries will not be considered.
7. Funding of events that occurred before the application deadline (March 20, 2023) will not be considered.
8. The purchase of alcohol.
9. Requests without itemized cost breakdowns, quotes, past cost examples, etc. If this cannot be provided, the applicant must explain why, or the application will not be considered.
10. Requests postmarked after the cutoff date of March 20, 2023, will not be considered.

The FHCSC Grants’ Committee will meet in April to make grant award decisions. All applicants will be notified by the end of April of the award results. Awardees will be invited to an award ceremony held in mid-May to receive their grant.

If a grant is awarded, you and your organization authorize FHCSC to use name and image in any FHCSC publicity.

Date of Application: Click or tap to enter a date. For Internal Use Only

Control Number\_\_\_\_\_\_\_\_\_

Date Received \_\_\_\_\_\_\_\_\_

Amount \_\_\_\_\_\_\_\_\_

Check Number \_\_\_\_\_\_\_\_\_

Name of Organization: Click or tap here to enter text.

Is this a nonprofit organization? YES  NO

Name and title of contact person: Click or tap here to enter text.

Phone Number and email: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Name of larger/parent organization you are affiliated with (if applicable): Click or tap here to enter text.

Has your organization received a grant from FHCSC in the past? If so, when and for how much? If multiple years just list the last three. Just write NO if your organization has never received a grant from us.

Click or tap here to enter text.

**AMOUNT AND PURPOSE OF REQUEST:**

Please request a specific amount that does not exceed 15% of your organizations annual budget:

Click or tap here to enter text.

For what purpose and/or specific expenses will this grant be used?

Include any cost estimates for expenses. Please include additional pages if necessary.

Click or tap here to enter text.

**ABOUT YOUR ORGANIZATION**

1. What is the Mission of your Organization? Briefly indicate the purpose of your organization and its benefits to the community.

Click or tap here to enter text.

1. Organization’s membership structure.
   1. Total number of members/people served:

5- 15  16 - 30 31 – 100  More than 100

* 1. Percent (%) of military/military family served Click or tap here to enter text.

1. Please list your organization’s type and purpose of fundraising activities.

Click or tap here to enter text.

1. List all sources of annual income. Itemize by type of funding. (For example: Internal fundraising, Larger/Parent organization support, Appropriated and Non-appropriated funds, Donations, etc.) Please add the approximate amount you receive per type of funding. Upload additional document if necessary.

Click or tap here to enter text.

If approved, check should be made out to: Click or tap here to enter text.

If a grant is awarded, you and your organization authorize FHCSC to use name and image in any FHCSC publicity.

Signature:

Mail or email completed form to: Fort Huachuca Community Spouses’ Club

Attn: Grants

PO Box 12202

Fort Huachuca AZ 85670 [grants@fhcsc.com](mailto:grants@fhcsc.com)