



# 2017-2018 WCSC Welfare Application Instructions

## Submission Information:

In 2017/2018, 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 2017 -2018 must be received by May 15, 2018.**

Organizations requesting funds from WCSC must submit applications between **August 16, 2017 - May 15, 2018**. Requests for funds must be for upcoming events/projects, not those projects that have already occurred.

**Note:** 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. All monies not accounted for with supporting documents will need to be returned within ten (10) business days after the event/project.

**Organizations must complete the application form in its entirety. Incomplete forms will be returned without action.** A word/pdf document is preferred and a “return receipt” for your email is advised. Please SAVE & rename your completed application before submitting it.

**To be considered for award in the current month, the form must be received by the 15<sup>th</sup> of each month to the following: [welfarewcpousesclub@gmail.com](mailto:welfarewcpousesclub@gmail.com).**

All requests NOT completed and received by the 15<sup>th</sup> 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, 2018 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 e-mail.

If approved, your organization’s POC will receive a check and will need to complete and return the WCSC Welfare Contribution Acknowledgement Form (WCAF) to the WCSC Welfare Treasurer at [welfaretre@gmail.com](mailto:welfaretre@gmail.com). The WCAF must be completed and returned within 10 business days after the event/project date, along with any unused funds and supporting receipts. **Failure to return receipts and the documentation, 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 [welfarewcpousesclub@gmail.com](mailto:welfarewcpousesclub@gmail.com).



## Wiesbaden Community Spouses' Club 2017 -2018 Welfare Application

Date of submission: \_\_\_\_\_

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

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

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

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 \$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 many as 10 weeks after the Grant Application Deadline.

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

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

\*Application must be received by the 15th of the month- to be considered at that month's Welfare Meeting.

• Project Description. \* Briefly and concisely 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.

• Proposed Budget for the project or event. \* 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.



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Name of Organization \_\_\_\_\_

Project/Event \_\_\_\_\_

• 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?

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

• Is your organization eligible for MWR support? If YES, what does your organization receive from MWR?

• Are you requesting funds from other sources for the project/event? If YES, please provide details.

• 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 WCSC Thrift Store?

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

**Organization's Physical Address:**

**Mailing address (APO if applicable)**

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**POINT OF CONTACT:**

**Name**

**Phone Number**

**Email**

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**Name**

**Phone Number**

**Email**

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**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.

**Please note:** The WCSC reserves the right to disclose your organizations name and amount of grant received.