

Grand Forks Spouses' Club

Request for Charitable Donations Form

Guidelines

- *Incomplete applications will automatically be denied.*
- Individuals requesting funding will not be considered. Only organizations can request funding.
- This application form must be filled out completely.
- A separate formal letter must be included to answer all questions in Section 2.
- You are encouraged to include organizational brochures/material with your application.
- Questions may be emailed to: grandforksafbspousesclub@hotmail.com.
- Submit completed application to:

Grand Forks Spouses' Club
Attn: Charitable Requests
P.O. Box 10005
Grand Forks AFB, ND 58204

Distribution

- The Spouses' Club reviews applications at their monthly business meetings and a decision will be made at the first meeting after the application is submitted.
- Funds will be distributed once the Spouses' Club reviews and approves.

1) General Information

- a. Organization Name: _____
- b. Street Address: _____
City: _____ State: _____ Zip Code: _____
- c. Website: _____
- d. Point of Contact Name(s): _____
i. Contact Phone Number(s): _____
ii. Contact Email Address: _____
- e. Requesting Organization Mission Statement:

- f. Are you a non-profit organization? Yes _____ No _____

2) **Assistance Information**

In a separate formal letter clearly indicate the goals and measurable outcomes for this project/event/program. All requested information below must be included.

Note: Your organization must be prepared to report on the outcomes listed on this application.

- I. The name of your project/event/program
- II. Describe your project/event/program
- III. Indicate your target audience and its size for this project/event/program
- IV. Explain the goal(s) of the project/event/program
- V. List your projected measurable outcomes of the project/event/program

3) **Funding Information**

a. Amount requested: \$ _____ Total need: \$ _____

b. If request is approved, to whom should the check be made payable?

c. Has your organization completed fundraising activities? Yes _____ No _____

d. If yes, list all event(s), and amount raised.*

i. _____ \$ _____

ii. _____ \$ _____

e. Does your organization receive any CFC? (Combined Federal Campaign Funds)

Yes _____ No _____

f. Have you requested or received funding from any other sources?

Yes _____ No _____

g. If yes, list all organization(s) where funds were requested, and amount received.*

i. _____ \$ _____

ii. _____ \$ _____

*Please use another page to continue list if needed.

For Club Use Only:

<i>Date Received</i>	<i>Dated Voted</i>	<i>Outcome</i>	<i>Date Notified</i>