



## COMMUNITY GRANT REQUEST FORM

Organization Name: \_\_\_\_\_ POC: \_\_\_\_\_

Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Amount: \$ \_\_\_\_\_ Date Funds Needed By: \_\_\_\_\_

Payable To: \_\_\_\_\_

Funds to be used for (be as detailed as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_ Number of Individuals who will benefit from these funds: \_\_\_\_\_

Fund Raisers to Date (event and amount): \_\_\_\_\_

\_\_\_\_\_

Funds received from other organizations for this purpose (source and amount): \_\_\_\_\_

\_\_\_\_\_

Have you requested funds from other organizations? Yes or No? If yes, please list date, amount and organization

\_\_\_\_\_

Is your organization willing to volunteer for KLSA? Yes or No (please circle)

Proper authorization on each request must be obtained. If the request is from an MWR organization, the MWR Commander or Deputy Commander's signature is required. Otherwise, Unit, Clinic Commander's, or President's signature is required. If the request is from DoDDS, signatures from the PTA/PTO President and Principal are required.

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Signature Title Date

WEBSITE: [www.klsagrapevine.org](http://www.klsagrapevine.org)

EMAIL FORM TO: [communitygrants.klsa@gmail.com](mailto:communitygrants.klsa@gmail.com)

For Official Use Only

Revised 29 March 2017

Budget Category \_\_\_\_\_ Voucher # \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_

**\*\*KLSA Community Grant Request - Page 2\*\* Additional Information:**

1. Please fill out the form completely. Incomplete forms will not be considered. Please turn in both pages of the application to include the signature on page 2.
2. Document can be filled out electronically. Please print and sign, scan and email.
3. Community grant requests are considered between September 1 and April 30th. Applications are due by the end of the month in order to be considered for the next month's Community Grant Committee meeting. (example: Oct. requests must be received by Sept. 30th in order to be presented at Oct. Community Grants Committee meeting.)
4. Some items that KLSA considers in the request are:
  - a. How will the money benefit the community?
  - b. Is the request a necessity or nicety?
  - c. What are the long-term benefits of this donation?
  - d. Has the requesting organization made an effort to raise funds on its own?
  - e. How many people will benefit from this donation?
  - f. Will this donation represent the sole source for an organization's operating budget?
  - g. Have funds been received from other organizations?
5. When possible, requests should be submitted 30 days before funds are needed in case more information is required to make a decision on the request. If not submitted 30 days in advance, your request could be unfilled or denied.
6. Requests from teachers must also be signed by the Principal and PTA/PTO president (if president is unavailable, we will accept VP, Treasurer, or Secretary signature). A request for money from the corresponding PT(S)/PT(S)O must also have been made.
7. Requests for Boy Scouts and Girl Scouts must be signed by the Troop Leader.
8. Requests from high school sports teams must be signed by the Booster Club President (if president is unavailable, we will accept VP, Treasurer, or Secretary Signature). and the Principal. A request for money from the corresponding Booster Club must also have been made.
9. KLSA will not pay for costs entirely associated with food, beverage or door prizes.
10. Final documentation (receipts for expenditures) must be turned in within 60 days of receiving funds. If you are unable to do so, future requests from your organization will be denied.
11. Checks cannot be issued to an individual. All checks must be issued to an organization.
12. If you receive a grant, you will be contacted with further instructions. Checks will be null and void 90 days after the issue date and funds cannot be reissued.
13. The Joint Ethics Regulation and AR 1-100 prohibit military members and civilian employees from asking for gifts, either directly or indirectly. If a business, on its own initiative, chooses to donate a gift to a unit welfare fund, then the unit may accept IAW AR 1-100.

**If you have additional questions please contact: [communitygrants.klsa@gmail.com](mailto:communitygrants.klsa@gmail.com)**

I have reviewed the Community Grants Request Form and this additional information. I am aware of the requirements related to this community grant request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_