



2021- 2022 GRANT APPLICATION

Application Deadline: Friday, April 1st, 2022

Application must include the following completed documents to be considered (please check all that are included):

- Cover Letter**
- Grant Application Cover Sheet**
- Summary of Requested Funds**
- Answer Sheet**
- IRS Letter of Proof**
- Optional- Additional Documentation Helpful to Application**

This portion to be completed by FPSCC Community Grants Chairperson only

Date Received _____ Action Taken _____ Amount Approved _____ Check #



Fort Polk Spouses' and Community Club Grant Application Cover Sheet

Date of Application: _____

Legal Name of Organization: _____
(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____

Point of Contact and Title: _____

Email Address: _____

Address (administrative office): _____

City: _____ State: _____

Zip: _____

Mailing Address (if different from above): _____

Phone: _____ Fax: _____

Website: _____

Project Name: _____

Purpose: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Beginning and Ending Dates of the Project/Campaign: _____

Does your organization provide services for active duty, their families, Gold Star spouses/families, or veterans? If so, at what percent? (Please feel free to provide any additional military affiliated information): _____

On one (1) page, please briefly explain how the requested funds will be used. Be as specific as possible and include proposed itemized breakdown of how funds will be spent and the timeline for use of the funds.

Note: We are unable to provide funds for general requests such as "operating costs". We are much more likely to fund specific projects with demonstrated need, such as "curriculum materials for our adult educational class."

On a separate page(s), please answer the following:

1. How does your program benefit the Fort Polk Community?
2. Have you requested funds for this purpose from any other organization? If so, please list organization names and amounts requested.
3. Have you previously applied and/or received funds from the Fort Polk Spouses' and Community Club? If so, please list amounts and years applied/received as well as how these funds were used.
4. Are you receiving appropriated funds?
5. How has this organization raised funds previously and how are funds currently raised?
6. What else would you like the Fort Polk Spouses' and Community Club to know about your organization?

"Fort Polk Spouses' and Community Club" is a 501(c)4 non-profit organization. P.O. Box 3911, Fort Polk LA 71459

© 2021 Fort Polk Spouses' and Community Club. Fort Polk Spouses' and Community Club is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status

I CERTIFY AND UNDERSTAND, TO THE BEST OF MY KNOWLEDGE, THAT:

1. The tax-exempt status of this Organization is still in effect.
2. All information provided as part of this application is true and correct. I give my consent to the Fort Polk Spouses' and Community Club to use the information provided herein for the purpose of grant consideration.
3. If my organization is granted funds, those funds are to be used for the purpose detailed in this application only. **If funds cannot be used for the designated purpose, they will be returned to the Fort Polk Spouses' and Community Club.**
4. If a grant is awarded, **I must complete the Fort Polk Spouses' and Community Club audit sheet** (to be mailed with the check and notification letter) stating how the FPSCC grant funds were used and provided copies of itemized receipts. **The audit form must be returned no later than December 19, 2022.**
5. The application **deadline is April 1st, 2022** and my application must be **postmarked** by that date. I further understand if my application is postmarked after that date, it will not be considered.
6. I understand that **failure to comply** with set terms may disqualify this organization from subsequent Fort Polk Spouses' and Community Club Community Grants consideration.

Printed Applicant Name/Position

Applicant Signature/Date

Upon completion, mail signed application with all required attachments to:

Fort Polk Spouses' and Community Club
Attn: Community Grants
PO Box 3911
Fort Polk, LA 71459-4056

****If you have any questions about the application process or eligibility criteria, please contact the Community Grants Chair at FPSCCommunityGrants@gmail.com. Subject: "ATTN: Community Grants Eligibility or Application Process Assistance".

Allison Hannah
Fort Polk Spouses' and Community Club
2021/2022 Community Grants Chair
FPSCCommunityGrants@gmail.com

