**Fort Knox Spouse and Community Club**

**Instructions for 2022-2023 Community Grants Applications**

**(Revised November 2022 – due March 1, 2023)**

Grant application deadline is March 1, 2023 and must be postmarked/emailed by this date. Notification of award will be made NLT April 25, 2023. Applications may be mailed to Fort Knox Spouses and Community Club, P.O. Box 177, Fort Knox, KY 40121 or e-mailed to communitygrants@fortknoxscc.com. Applicants will receive confirmation of receipt of their application within one week of submission. If you do not receive confirmation, contact the Community Grants Coordinator at the listed e-mail address or text 270-872-8548. In the past, applications have been lost in the mail. It is the responsibility of the organization requesting the grant to ensure the application has been received.

The club’s fundraising efforts have been negatively affected the last several years due to Covid. Although our board has been very creative in finding ways to raise money, available funds are more limited than in previous years. Considering this, please be realistic in what you ask for. To help us best serve our community please provide very specific information on items you wish to purchase with grant funds. For example, if your organization wishes to purchase sports equipment or uniforms, give quantities, prices, and item descriptions. That way if sufficient funds are not available for all items, funds can be given for at least part of the request.

Any organization, on or off post, serving the Fort Knox community may apply for an FKSCC Community grant. Funding for sports equipment or uniforms will be limited to $40 per athlete.

Some items **will not** be considered for funding:

* money to purchase refreshments
* funds for childcare
* funds to offset the cost of military ball/high school dance tickets
* cash awards for individuals
* funds for individual or personal projects
* Funds for trophies or other incentive awards for individuals.

For further information contact the Community Grants Coordinator at communitygrants@fortknoxscc.com.

If an immediate response is needed, please text/call 270-872-8548.

**Fort Knox Spouses and Community Club**

**Community Grant Application - Revised September 2022**

 **Application deadline: March 1, 2023**

1. Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Daytime Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date funds are needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Specific purpose of funds being requested (provide item description, quantity, and price if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. a. Does your organization raise funds during the year? Yes: \_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_

 b. If yes, please state the amount and purpose of these funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10. For Official Fort Knox activities and agencies **ONLY**:

 a. Are you authorized Appropriated Funds for the purpose of this request?

 Yes: \_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_

 b. Are you authorized Non-appropriated Funds for the purpose of this request?

 Yes: \_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_\_

 c. If the answer A and/or B is yes, please explain why such funds are insufficient for this purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11. Organization’s membership structure:

 a. Total number of members/people served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Total number of military/military family members served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Briefly indicate the purpose of your organization and its benefits to the community as related to the requested funds. Please include how many individuals will directly benefit from the requested funds. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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13. If there is any other information about your organization that members of the FKSCC Community Grant Committee should consider, please state here, or attach a separate sheet. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. If your organization received funds from the FKSCC Community Grant Committee in the previous year, please note the amount and how the funds were utilized.

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15. If your organization is awarded funds, please indicate to whom the check should be written (please print clearly). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. If this request is for sports uniforms, how long have the current uniforms been in use?

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**Appropriate Authority Approval Signature Required:**

**X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(i.e., supervisor, commanding officer, principal, director)**

The grant check receipt form must be returned to the FKSCC **immediately** upon receipt of the check. All checks awarded must be cashed or returned to the FKSCC **within 60 days** of check issuance. Awarded organizations must provide a receipt or invoice **by the date stated in the letter received with the check**. If funds will be used for activities later in the year, please provide a statement indicating when items will be used. Receipts/invoices will then be due within 30 days of your event/purchase. Acceptance of grant funds from FKSCC implies acceptance of these rules. Failure to comply will make the organization ineligible for consideration of future awards. For further information, please contact the Community Grants Coordinator at communitygrants@fortknoxscc.com .

**Forms can be submitted by either**

**Email -** communitygrants@fortknoxscc.com

**or**

**Mail** - Fort Knox Spouses and Community Club

ATTN: Community Grants

P.O. Box 177

Fort Knox, KY 40121