

# Fort Lee Area Spouses' Club (FLASC)

Community Grant Request Form

# Agency Contact Information

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:

City: , State: , ZIP Code:

Phone: , Alternate Phone:

E-mail Address:

Amount Requested: $ , Event Date:

POC Name and Phone Number:

# Checklist

O Complete Community Grant Request Form. Of note, this form may be completed by an individual, but all checks are written to the requesting organization.

O Attach a written description of the request to include (1) intent of use for requested funds, (2) whom the donation benefits, and (3) the organization's connection to Fort Lee, the military, and / or veterans (if any). Include an event flyer, organizational brochure or anything that you feel will assist the Welfare Committee in their decision.

O Submit the Welfare Request Form and written description NLT 30 October 2020 for Fall requests or NLT 27 March 2021 for Spring requests. Grants are provided only once per year per organization. Emergency requests may be submitted, but there is no guarantee that the request will be fulfilled.

* Fill out and submit a W-9 form

O Mail the completed form along with additional documentation to: Welfare Committee Chair, c/o Fort Lee Area Spouses' Club, PO Box 5081, Fort Lee, VA 23801 or by email at flascwelfare@gmail.com

# Additional Information

I give permission for our organizational name to be highlighted as a welfare beneficiary on FLASC social media sites and monthly newsletter. O YES O NO

Signed:

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

# Thank you for submitting a Welfare Request to FLASC.