



Assistance Application 2019

The Officers' Spouses' Club on MCAS Cherry Point (OSC) is a 501(c)(4) service organization composed of spouses of active duty and retired officers stationed on or living near MCAS Cherry Point. OSC raises charitable funds from proceeds from The Whistle Stop Thrift Store and The Treasures of the Point Gift Shop Boutique, as well as by hosting a number of events throughout the year. In the Spring, grants are made from the pool of these charitable funds to support activities that benefit military members, families, and surrounding communities.

The size of OSC grants typically varies from \$200 - \$5,000, with the average grant being \$1,000. Organizations should apply for funding for their most critical needs, whether support is being requested for continuing existing and exceptional programs, or undertaking new or expanded programs. Projects should be sustainable, reusable and monies awarded will complete the project. OSC strongly encourages organizations who will use funds to make an impact on our military community

Application Criteria

- OSC will consider grant requests from local organizations that support the community and operate with fiscal accountability and responsibility
- OSC supports a wide variety of charitable activities with emphasis in the following areas: activities that benefit military members, families, and surrounding communities.
- OSC also supports schools and select government programs.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service delivery on the basis of race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin.

All applications should be clear and concise with straightforward answers. Applicants should demonstrate that the organization:

- Employs effective, proven methods to solve problems or address needs.
- Avoids duplication of service.
- Has clear objectives and a well thought out process to evaluate the program.
- Justifies the resources requested by demonstrating substantial positive benefits to the military community.
- Collaborates with other agencies & groups if appropriate.

Grants will **not** be made for the following purposes:

Fundraising campaigns, fundraising events, marketing events, consumables/ food, testimonial dinners, re-granting of funds in an organization's own name, salaries, supporting religious organizations for religious purposes, for general support of operating budgets, or to cover past operating deficits or debt.

*Partial funds (>25%) must be raised by requesting organization

**No proposal from an organization that has previously received a grant from Cherry Point OSC will be considered unless a report of expenditure of the previous grant has been submitted.

To be considered, applications **must be signed by the appropriate board authority** or executive director, authorizing the grant application and agreeing to implement the proposed activities if funded. Applications for funding for a school must be authorized by the school's principal.

Organizations uncertain of their eligibility to apply may inquire by sending an e-mail to cherrypointoscassistance@gmail.com.



Application for Funds Checklist

- Completed, typed grant application, signed by appropriate individual.
- SEVEN (7)** printed hard copies of the application mailed to below address for grant consideration.
- Applications must be received **No later than March 15th**. Applications received after this date will **not** be considered.
- Organization's annual operating budget included in application package.
- Quotes/documentation included for each item or activity listed in this application. When specifying items, please attach a copy/printout/list of the items you are purchasing from the business, catalogue or website. Three (3) quotes are required. Copy/printout/list must include cost of item, item number, and the name of business it is being purchased from.
- If grant money was received in the past for current or past project, an expenditure report for the previous grant must be included in this application package.

Applications should be sent to:

**Cherry Point Officers Spouses Club
ATTN: Assistance Committee
P.O. Box 2201
Havelock, NC 28532**

OSC Assistance Application

I. ORGANIZATION INFORMATION

Organization/School Name:

Mailing Address:

Phone Number: Cell:

Home/Evening:

Alternative:

Contact Person's name:

Contact Person's Email Address:

Contact Person's position in the organization:

Checks payable to (if money is granted, payee cannot be an individual):

Check mailing address:

Has your school or organization received OSC funds in the past? Select one: YES NO

If Yes, please list project name, date(s) and amount(s). Expenditure report must be attached:

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If your organization is a school, please complete the following information:

Percentage of assisted lunches at your campus:

Amount of money your P.T.O. or P.T.A. raised during your last fiscal year:

Approximate percentage of military dependents attending school:

This grant request must be received in hand by March 15th. ONLY HARD COPIES WILL BE ACCEPTED. APPLICATION MUST BE COMPLETED IN FULL AND TYPED IN ORDER TO BE CONSIDERED FOR FUNDS. ALL DECISIONS MADE BY THE ASSISTANCE COMMITTEE ARE FINAL.

NOTE: (Please note that it can take up to two months from the time an application is reviewed until the time approved applications are funded).

- *I have read the information and instructions attached to this application form and agree to the conditions as stated. Furthermore, if funds are granted for this request I will submit written evidence of project or event completion to OSC including a brief synopsis and photographs to show how funds were used. I will provide receipts and/or invoices to OSC upon completion of project or upon request.*
- *If OSC funds are granted for this request, I understand that upon completion of the project or activity for which OSC grant funds are received, any unused OSC funds must be returned to OSC.*

Signature (contact person or person completing this application): _____

Printed Name:

Date:

Title:

Please expect to have a personal call or email if requesting funds exceed \$2,000

Name of Executive Director or School Principal:

Signature of Executive Director of Organization or School Principal (OSC WILL NOT accept assistance applications without appropriate signature)

II. Project Information

Project Name:

Purpose for which the funds are needed (Describe the project including a summary of the critical issues/ opportunities it addresses, its benefits to the community, and the changes/results it hopes to attain. Give pertinent information that will assist OSC in evaluating your request including how the project supports active duty military, their dependents, or the surrounding communities. If grant money is awarded, it should complete the project.)

Number of people who will be impacted by the funds:

Youth

Adults:

Percentage of participants impacted who are active duty military or their dependents: %

Project Budget:

Amount of Assistance Requested from OSC

Projected start date of project:

Total cost of project

Total revenue currently available in support of this request: \$

III. Project Timeline/Other Information

Include all phases of the project request (beginning, end and key events).

Typically, the OSC will not fund a project in full. Please specify how partial funding will be applied or affect your timeline.

If full funding is not received, please list projected dates and amounts of projected funding from other organizations that have been requested/received (if applicable):

Name of other Source	Amount Requested/Received	Date Requested/Received

Also provide any other information here that you feel would be beneficial to the OSC in making a determination about your grant request.