

Zama Community Spouses' Association

Grant Application Criteria, Process & Policies

The ZaCSA Grant Committee awards funds generated through our fundraising measures. The committee members meet monthly to conduct business and review requests. Applications that are approved by the Grant Committee are presented to the ZaCSA Board for final approval.

Applicants must agree to the following criteria:

1. Funds will be used for the purpose as stated on the application. *Any unused funds will be returned to ZaCSA.*
2. If upon delivery the funds are no longer required for the purpose requested, the full amount of the donation must be returned to ZaCSA and a NEW application requesting funds for the alternate purpose must be submitted.
3. *Applicants requesting funds must have an organizational bank account to be eligible for funds.* Approved grants must be made payable to the requesting organization, not to the point of contact for the organization.
4. Applicants requesting funds for a specific item with a cost greater than \$1000 will be required to submit three bids.
5. Organizations receiving funds will submit proof of purchase no later than 30 days after the receipt of funds. In the event this deadline cannot be met, a written explanation must be submitted. *Failure to submit proof of purchase may affect future funding requests.*
6. In order to be eligible for funding, approval must occur prior to the event. *No funding will be awarded after the event occurs.*
7. The Zama Community Spouses' Association reserves the right to refuse funding to any organization at any time without cause or reason.

Application Process & Policies:

1. The application process takes two months. Organizations are strongly encouraged to submit applications as early as possible. Please note that ZaCSA may table applications that are received in advance in order to respond to more immediate needs.
2. Applications are due by close of business the first Monday of each month. *Late applications will not be considered until the following month's meeting.*
3. Applications fulfilling all requirements are considered at ZaCSA's monthly board meeting. ZaCSA board meetings are held the first Wednesday of every month.
4. In the event the organization is contacted by the Grant Committee for clarification of information on the application, *the organization must respond no later than the third Monday of the month in order for the application to remain on the agenda for consideration at the next ZaCSA board meeting.*
5. As a general policy, ZaCSA does not provide funds for food, beverages, alcohol, gift cards, parties, gifts or prizes. Where there is a request for charitable food donations, i.e. food bank, ZaCSA will consider the request.

To be considered complete, an application must be:

1. Completed in full and signed by two authorized agents on behalf of the organization.
2. Signed by the Teacher and Principal and a request for funding from the corresponding PTO or PTA must be attached when the grant is applied for by a teacher.
3. Signed by the requester and Principal when the organization is a private organization within or affiliated with a DODEA school, i.e. PTO, PTA or Booster Club.
4. Signed by, the Athletic Director and the Principal for DODEA related requests that also receive DODEA funding, i.e. Far East Sports and similar extracurricular clubs. A request for funding from the corresponding PTO, PTA or Booster Club must be attached.
5. Signed by the Troop Leader and Executive Director for the region when the grant is applied for by Boy Scouts and Girl Scouts.

Zama Community Spouses' Association Grant Application

Name of Organization: _____ Date: _____

Address: _____

Telephone: _____ Email Address: _____

Point of Contact: _____ Telephone: _____

Requested Amount: \$ _____ Total Cost of Project: \$ _____ Funding Due Date: _____

On a separate sheet of paper, please answer the following questions completely but limit each answer to 50 words or less. Keep in mind, complete answers on all questions will expedite the grant process.

Questions 1-4 pertain to your organization. Questions 5-10 pertain to the funding request.

1. What are your membership requirements or restrictions? What is your current total membership? Do your members pay dues?
2. What is the purpose of your organization?
3. Is your organization eligible for financial support from Moral Welfare and Recreation, Youth Services, Parent Teacher Organization, Parent Teacher Association, Department of Defense Education Activity, Federal Funding or any additional sources? If yes, list the source.
4. How is your organization funded?
5. What is the purpose of the funds? Provide a detailed breakdown of expenses.
6. What are the long-term benefits of this donation? Example, cap & gowns to be used for graduation by multiple year groups.
7. Has your organization secured funding from other sources? If yes, list sources and amount of funding received. If no, explain why.
8. What is your organization's contribution to this project? List contribution and/or fundraising efforts.
9. If this request is approved, who will benefit from these funds and in what manner? Be as specific as possible.
10. Add any additional information you feel might help the Grant Committee make its decision.

Signatures of two authorized representatives:

Signature	Title	Date
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Signature	Title	Date
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RETURN THIS FORM TO:

Zama Community Spouses' Association
ATTN: Welfare Chair
USAG-J GDS
Box 22
APO, AP 96338

For Official Use Only

Approved _____ Denied _____ Check # _____ Date _____ Budget Category _____