



# AMERICAN WELFARE & WORKS ASSOCIATION

## Grant Application Information

The American Welfare & Works Association is an organization established to coordinate the distribution of charitable funds generated through spouses clubs, gift shops, and thrift shops to include the Kadena Officers' Spouses' Club (KOSC), the Marine Officers' Spouses' Club Okinawa (MOSCO), the Okinawa Enlisted Spouses' Club (OESC), the Naval Officers' Spouses' Club Okinawa (NOSCO), the Marine Thrift Shop (MTS), and the Marine Gift Shop (MGS). The funds are granted to worthy organizations in an effort to improve the quality of life for the Japanese and American communities located on Okinawa and its surrounding islands. The amount of funds donated each month is dependent on the amount of charitable proceeds the clubs and shops have collectively raised.

**\*\*\*Please review this information before completing your Application\*\*\***

### **Application Criteria:**

- Maximum grant for American application is \$5000.
- Applicants must have a representative present the application at the monthly AWWA meeting to answer any questions.
- Donated funds must be used for approved items on the application. If the funds are no longer required for the purpose requested, the full amount of the donation must be returned to AWWA. *A new application must be submitted for an alternative purpose.*
- If the amount granted exceeds the cost of the specified event/project, unused funds must be returned to AWWA.
- Application must be completed in full and signed by an authorized agent on behalf of the organization.
- Application must be endorsed by the principal for DODDS related requests, to include private organizations within or affiliated with a DODDS school (e.g., PTO or booster club).

### **Grant Guidelines:**

- AWWA prioritizes items that have a long term impact on an organization e.g., equipment or uniforms that can be used multiple times; tournaments which increase our athletes' ability to compete against competition non-existent in Okinawa; events that are not otherwise provided by the military or the DODDS system.
- As a general policy, AWWA does not provide funding for food and drinks. Where there is a grant request for the provision of charitable food donations, AWWA will consider the request.
- As a general policy, AWWA does not fund grants for parties, gifts, or prizes.



### **Application Process and Deadline:**

- Applications are due via email to [secretaryawwa@gmail.com](mailto:secretaryawwa@gmail.com) by the close of business of the 1<sup>st</sup> Wednesday of each month. Applications received after this deadline will be considered the following month.
- Completed applications are considered at the monthly AWWA meeting which takes place the 4<sup>th</sup> Wednesday of each month, with the exception of December, June, and July.
- If the applicant is contacted by AWWA regarding clarification on their application, the applicant must respond no later than the 2<sup>nd</sup> Tuesday of the month in order for their application to be considered that month.
- The applicant must have an organizational bank account to be eligible for funds. *The payee cannot be an individual.*
- Grant requests are encouraged to be submitted between 2-4 months prior to the need for funding. No urgent requests are possible as the grant process may take 4-6 weeks. Any applications received prior to 4 months ahead of need will be deferred until 4 months of funding need.



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## Grant Application

### ORGANIZATION INFORMATION

Organization: \_\_\_\_\_

Total Amount requested from AWWA: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director of Organization (or Principal of School): \_\_\_\_\_

Grant check from AWWA should be made to: \_\_\_\_\_

*(School organizations and teams should confirm whether the check should be made out to the school's PTO or SAF \*\*Payee cannot be an individual\*\*)*

### GRANT REQUEST INFORMATION

**Name of event/project:**

\_\_\_\_\_

**Purpose for funding:** provide a detailed description of how the funds will be used including the people impacted, benefits to the community, and the desired results of your event/project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project/Event Schedule:** Provide dates of: anticipated fundraisers, payments, and events included in your event/project. If you will not be fundraising, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Date funds will be used:** \_\_\_\_\_

**Number of people who will be impacted by the funds:** \_\_\_\_\_ youth \_\_\_\_\_ adults

**Have you received AWWA funds for this organization in the past?**

\*If Yes, please provide date(s), purpose, and amount(s):

**Event/Project Budget:** Please provide information exactly as requested on this form. If amounts requested below are inaccurate, the application may not be considered.

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

Total Cost of Event/Project\*: \_\_\_\_\_(A)

Exact Amount Requested from AWWA\*: \$ \_\_\_\_\_(B)

(\*The sum of the amounts listed below on the Project Budget *must* match these amounts\*)

**Itemized Event/Project Costs and Funding Sources:**

List the *total cost* of each item necessary to accomplish your event/project. Then itemize the amount you are requesting from AWWA and other sources for each item.

ITEM	TOTAL COST of each Item/Activity	REQUESTED AWWA FUNDING	REQUESTED FUNDING FROM OTHER SOURCES	
			Amount	Source
Equipment:	\$	\$	\$	
Uniforms:	\$	\$	\$	
Entry/Registration Fees:	\$	\$	\$	
Airfare:	\$	\$	\$	
Hotel (name & rate per person) _____ \$ _____ pp	\$	\$	\$	
Transportation:	\$	\$	\$	
Venue:	\$	\$	\$	
Speaker Fees:	\$	\$	\$	
Other (explain):	\$	\$	\$	
Total:	\$  Total should = (A) from above	\$  Total should = (B) from above	\$	



**Assets**

Please list all accounts below. Attach an additional sheet if needed.

Name of Bank, S&L or Credit Union	Account Type (Checking, Savings, CD)	Current Balance

**Required Documentation** (attached electronically):

- Current operating budget and financial statements for your organization.
- Receipts and/or invoices.
- Proof of your organization's 501(c) (3) tax-determination letter if available and an accreditation certificate, if applicable.

**Agreement and Signature:**

Please initial that you have read and agree to each of the below statements:

\_\_\_\_\_ 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 AWWA including a brief synopsis and photographs to show how funds were used.

\_\_\_\_\_ Receipts must be provided within 30 days of completion of the funded project or activity. If receipts are not provided as requested, subsequent applications will not be considered.

\_\_\_\_\_ If AWWA funds are granted for this request, I understand that upon completion of the project or activity for which AWWA grant funds are received, any unused AWWA funds must be returned to AWWA.

\_\_\_\_\_ The amount of funds available for pledging each month depends upon the level of charitable proceeds the clubs and shops have collectively raised. I understand that once a request is approved, every effort will be made by AWWA to donate the full pledged amount. However, approval of funding for a request is never a guarantee that the approved amount will be funded.

\_\_\_\_\_ If a check is not cashed within six months of its issue date, it will be considered expired and AWWA will not reissue any additional checks.

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

Typed signatures are acceptable.

Title: \_\_\_\_\_

Applications will not be considered until AWWA receives the appropriate endorsement(s) from the school's Principal.

DoDDs Principal Signature: \_\_\_\_\_

Please submit completed application via e-mail to [secretaryawwa@gmail.com](mailto:secretaryawwa@gmail.com) as a Word Doc or PDF with the organization's name as the filename. Hard copies are not accepted.