



## West Point Spouses' Club Community Outreach Grant Application

Name of Organization:

Mailing Address:

City, State, Zip:

Phone Number:  Email:

Point of Contact:

What is the size of your organization?

Describe the fund-raising efforts of your organization:  
Have you requested financial assistance from other organizations? If so, please list the organizations, the amount requested, and the amount received from each.

In a separate document, please provide a typed explanation of why you are making this request, how the money will be used, how your organization and the community will benefit, and any other information that will help the Grants Committee understand your need. **Please be specific.** For questions, please contact the Grants Chairperson at [grants@westpointspousesclub.org](mailto:grants@westpointspousesclub.org).

How many people will benefit from this donation, if granted?

Donation amount requested: \$

If an award is granted, checks should be made payable to:

Mailing address for award, if different from above:



**Grant Application Instructions:**

- 1. Applications are accepted between January 1<sup>st</sup> and the fifth business day of March.**
- All funds need to be utilized by December 1<sup>st</sup> of the same calendar year.
- A Grant Reporting Worksheet and receipts must be submitted to the Grants Chairperson no later than December 31<sup>st</sup> of the same calendar year.  
NOTE: Previous grant recipients must have Grant Reporting Worksheet complete and submitted on time to be eligible for a grant the following year.
- Appropriate authority approval signature required (i.e. supervisor, commanding officer, principal, superintendent). Signature verifies truth and accuracy of provided information on grant application.
- All application information must be complete in order to be considered for funds.
- The grant awards will be voted on by the WPSC Grant Committee and then approved by the WPSC board. Funds will be disbursed in May.
- Organizations will be notified via email regarding the status of their grant request by end of April.

Please send your completed application to: [grants@westpointspousesclub.org](mailto:grants@westpointspousesclub.org)

I am a person authorized to make decisions for the stated organization and responsible for following the terms of the WPSC award, if granted.

I understand by typing my/our full name(s) here, I/we agree to the provision above. I/we intend for my/our typed name(s) to have the full legal effect of a handwritten signature.

By signing, you agree to the WPSC grant application terms, submission of correct information and, unless you opt out by notifying the WPSC in writing, consent that any photographs taken of individuals representing your organization at the WPSC awards ceremony may be used by the WPSC for purposes of event documentation, social media publishing, printing, media coverage, and promotion of the WPSC and its community outreach.

**Authorizing e-signature:  
(Please type full name)**

Position of approving authority:

**West Point Spouses' Club, P.O. Box 44, West Point, NY 10996**