



## **Fort Bliss Spouses' Association Community Grants Program**

P.O. Box 6365  
Fort Bliss, Texas 79906

### **BASIC INFORMATION**

The Fort Bliss Spouses' Association (FBSA) Community Grants Committee considers requests from organizations that develop and foster a spirit of community within the greater El Paso area and national associations that have a charitable or educational impact on our military families. Grant requests are accepted and considered monthly throughout the FBSA season, September through April. Previous applicants are encouraged to apply.

### **GRANT REQUEST GUIDELINES**

#### **We will enthusiastically consider grant requests for:**

1. Organizations that develop and foster a spirit of community.
2. Programs and enrichment activities with the Fort Bliss and Greater El Paso communities and national associations that have a charitable or educational impact on our military families.  
*\*Local organizations will be considered first before funding national organizations' requests.*

#### **We cannot fund grant requests for:**

1. Funding of an organization's own scholarships, grants or any type of third-party distribution of funds.
2. Funding of anything that might be considered a gift from your organization to an individual/third party.
3. Funding for an organizations fundraising costs.
4. For educators: non-curriculum/school club-based requests (this does not include activities such as JROTC, athletics, NHS, etc.).
5. Funding for individuals. (checks will only be written out to an organization, not to individuals.)
6. Requests without itemized cost breakdowns, quotes, past cost examples, etc. If this cannot be provided, applicants must thoroughly explain why.
7. Funding for any part of organizational salaries/wages.
8. Funding for the purchase of alcohol.
9. Requests that cannot be legally made by an organization.
10. Funding that will not be used for the intended purpose within 30 days of being awarded the grant funds. *\*Exceptions must be coordinated with the Community Grants Chair and are considered on a case-by-case basis.*

If you have questions about your organization's eligibility, please contact the Community Grants Chair at [grants@thefbsa.org](mailto:grants@thefbsa.org). Subject: ATTN: Community Grants Eligibility.



## **APPLICATION INSTRUCTIONS**

### **Application packets must include:**

1. Completed application
2. Request letter including the following information:
  - a. The organization's mission/history and any military affiliation.
  - b. The details of the specific project that funds are being requested for and a date in which the funds are needed.
  - c. Itemized breakdown of how proposed funds will be spent.
  - d. Any other funding sources that have been approached for this project.
  - e. Any other information the organization deems helpful.
3. IRS EIN and proof (letter for the IRS, etc.)

**\*\*Applications missing any of this information will NOT be reviewed**

Applications must be submitted via email to [grants@thefbsa.org](mailto:grants@thefbsa.org). Notification letters detailing the outcome of grant requests will be emailed to the point of contact listed on the application once a decision has been reached by the Grants Committee and General Board. All decisions are final.



## Fort Bliss Spouses' Association Community Grants Application

### 1. Organization Information

Date of Request:

Organization Name:

Organization Mailing Address:

Organization Point of Contact:

Name:

Position:

Email:

Phone Number:

Does your organization provide services for active duty, their families, retirees, or veterans?

Yes

No

If yes, what percent of your organization's clients are affiliated with the military?  
(Including spouses, children, active duty, and veterans):

%

Check which populations your organization serves:

- Active Duty
- Spouses
- Children of active duty
- Veterans/Retired Military



Is your organization a government-funded agency?

Yes

No

If yes, has this funding request been confirmed by the Community Commander?

Yes

No

What is the estimated total budget of this organization or program?

*\*Please include a history of the mission/purpose of your organization in your enclosed request letter. It is helpful for us to know why there is a need for your services and how your grant request will enable you to improve or continue these services.*

## **2. Grant Information**

Requested Grant Amount:

Please briefly explain what the funds will be used for. Be as specific as possible by including an itemized breakdown of how funds will be spent. Elaborate in your request letter if necessary.

*\*We are unable to provide funds for general requests such as "operating costs." We are much more likely to fund specific projects with a demonstrated need, such as "curriculum materials for our adult education class."*

How many people will benefit from this request?

How many people does this organization/program serve total?

Please provide a specific date that the funds are required:



Have other sources been approached for funding?

Yes

No

If yes, please list sources, including any government sources:

What fundraising activities has your organization participated in to fill this need?  
If none, please explain why?

Has the organization previously received money from FBSA Community Giving?

Yes

No

If yes, complete the following section. If no, please continue to Section 4. Funding Requirements.

### **3. Previous FBSA Grant Allocations**

If your organization HAS NOT received FBSA funds at any time in the past, please skip this section. If your organization HAS received FBSA funds in the past, please provide details on each project, disbursement, and the status of the monies granted. Additional project space is provided at the end of this application.

Project:

Amount and date received:

Have the monies granted been spent on this project? If not, why?

Yes

No



#### 4. Funding Requirements

If funds are granted, to whom should the check be made payable? *\*Checks cannot be made payable to individuals.*

If funds are granted, recipients must cash and spend the funds within 30 days of receiving the check and are required to submit a receipt(s) and receipt form (will be provided with the award notification) indicating that the funds were spent for the purpose indicated in the application. Is your organization able to complete this process within the allotted time?

Yes

No

*\*If you are unable to meet this request, you MUST coordinate ahead of time with the Community Grants Chair via email, [grants@thefbsa.org](mailto:grants@thefbsa.org). All requests will be considered on a case-by-case basis.*

#### 5. Agreement (Initial next to each statement)

\_\_\_\_\_ I understand that if my organization is granted funds, those funds are to be used for the purpose detailed in the FBSA funding reward letter only. If funds cannot be used for the designated purposes, they will be returned to FBSA through proper channels. If I have questions regarding this procedure, I will contact the Community Giving Chair.

\_\_\_\_\_ I understand that any granted funds must be cashed and spent within 30 days upon receipt of the check unless my organization has received written authorization from the FBSA.

\_\_\_\_\_ I understand that once the funds have been spent, I must submit receipt(s) and the receipt form indicating that the money was spent for the purpose indicated in the application within 30 days of receiving the check.

\_\_\_\_\_ I understand that if my application is received after the deadline or if it is incomplete, it will not be considered.

Printed Name/Position:

Signature:

Date Signed:



**Previous FBSA Grant Allocations Continued. Complete as needed.**

Project:

Amount and date received:

Have the monies granted been spent on this project? If not, why?

Yes

No

Project:

Amount and date received:

Have the monies granted been spent on this project? If not, why?

Yes

No

Project:

Amount and date received:

Have the monies granted been spent on this project? If not, why?

Yes

No

Project:

Amount and date received:

Have the monies granted been spent on this project? If not, why?

Yes

No