

Eglin Spouses' Club

Charitable Request Form



Our Charitable Committee will consider all qualified not for profit organization requests that meet our guidelines. You are encouraged to apply well in advance of the projected funding date.

Requests must be submitted by the **25th day of each month** to be considered for a donation for the following month. **Please allow 30-45 days for your request to be processed.**

Guidelines-

- Funds will benefit groups/organizations associated with TEAM Eglin- Active Duty, Reserves, Retired, Civilians, and Dependents.
- Funds will benefit the greater military community (local and national organizations which support military personnel and their families).
- If neither of the above considerations apply, at least 40% of those who will benefit from funds must be a part of the greater military community.

Constraints-

- Since the Eglin Spouses' Club provides its own scholarship awards, funds will not be given to sponsor other scholarship awards/programs.
- Funds given by the Eglin Spouses' Club may not be used to purchase alcoholic beverages.
- Funds cannot be paid to an individual.
- If your request does not meet the criteria established, it will not be considered.

Charitable requests are not considered after an event or charitable need has passed.

Today's date: _____ **Date funds needed:** _____ **Requested Amount: \$** _____

Requesting Organization:

Organization Mailing Address:

Contact Person:

Phone:

Email Address:

Check to be made payable to (No individuals):

Description of Requesting Organization and Project:

Explain how this project supports our military community:

Please clarify who would benefit from these funds and how. Include the expected number of individuals who will directly benefit from these funds and the percentage of those who have a military affiliation (Describe exactly how funds will be used):

Requesting Organization:

Have you requested or received funding for this project from any other source? If yes, from whom?

Please attach any additional and supporting information that you feel would be helpful to the ESC's Charitable Committee in evaluating your request.

Are you:

A 501(c)3 organization?	No	Yes
A MWR or Services facility?	No	Yes
Eligible for Appropriated or non-appropriated funds?	No	Yes which _____

Special School Request information:

Requests from school-based organizations must be signed by the Principal and a request for money from the corresponding PTA must have been made prior to requesting from ESC. Proof of PTA payout or rejection must also be included in request.

School: _____ **Principal's signature:** _____
Date: _____

Return completed form to:

CharityPOC.eglinspousesclub@gmail.com or

Eglin Spouses' Club
Attn: Charitable Liason
P.O. Box 1862
Eglin AFB, FL 32542

*The Eglin Spouses' Club is dedicated to assisting various organizations with charitable donations.
Thanks to our hardworking volunteers of the Eglin Thrift Shop located in Building 721 on Eglin AFB, the
ESC is able to fund these charitable endeavors.*