



## **Robins Spouses' Club Philanthropic Association Welfare Request Form (2020-2021)**

Each year, the Robins Spouses' Club Philanthropic Association provides grants to support local and national organizations and charities through the Welfare Grants Program. Welfare grants are given to organizations both on and off base that serve military members and their families. We appreciate the outpouring support for our service members and their families from our community and other service organizations. We look forward to the opportunity to give back to these groups and to aid them in achieving their goals of helping military families.

**The Grants Committee is tasked with receiving requests, evaluating them, making recommendations to the RSC Governing Board as to their disposition, disbursing funds, and ensuring that disbursed funds are properly utilized.** Once the request is submitted to the Grants Committee Chair, it is presented to the Grants Committee for discussion and voting. If the committee votes to present it to the executive board, the Grants Committee Chair will present it at the monthly executive board meeting for discussion and final vote. After official vote has been conducted, the request may be processed and check disbursed by the Philanthropic Treasurer.

**Most Welfare Grants are project specific, and the receiving organization must use the funds for the requested/approved purpose or return the funds to the RSC.** Priority is given to community organizations that benefit the Robins military community. Grants are only made to organizations or groups with a bank account, not to individuals.

**The RSC accepts requests that are for charitable, scientific, or educational purposes. The goal is to reach as many people as possible with the grant donations.**

### **The following will NOT be funded:**

- Politically sensitive and/or religious causes
- Fees, insurance costs, or other administrative costs
- Requests for reimbursement of items/services already purchased
- Food and food-related items
- Stipends for speakers, salaries, travel, and other organizational personnel expenses
- Items for resale in fundraising activities
- School grant requests not processed through the Parent Teacher Association (PTA) or related organization.

All checks written by the Robins Spouses Club, including but not limited to Scholarship, Grants, and Robins Thrift Shop Consignment checks, will be canceled 30 days from the date the check is written. Replacement will not be given after the 30 day period.

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Organization: \_\_\_\_\_ POC: \_\_\_\_\_  
Location: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Requested Amount: \_\_\_\_\_ Date Funds Needed By: \_\_\_\_\_  
Payable to: \_\_\_\_\_

Planned Use of Funds (be as detailed as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Number of individuals who will benefit from these funds: \_\_\_\_\_

Fundraisers to Date (event & profit amount):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funds received from other organizations for this purpose (source & amount):  
\_\_\_\_\_  
\_\_\_\_\_

Organization's membership structure:

a. Total number of members/people served:  
\_\_\_\_\_

b. Total number of **military/military family** members served: \_\_\_\_\_

Briefly indicate the purpose of your organization and its benefits to the community as related to the requested funds. Please include how many individuals will directly benefit from the requested funds.

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If your organization received funds from the RSC Grants Committee in the previous year, please note the amount and how the funds were utilized.

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**To Submit a Welfare Grant Request:**

- 1) Mail completed form to the RSC Grants Chair  
Robins Spouses' Club Philanthropic Association,  
PO Box 6844  
Warner Robins, GA 31095-6844
- 2) Email completed form to [Grants@RobinsSpousesClub.org](mailto:Grants@RobinsSpousesClub.org)
- 3) Complete online form on website: [RobinsSpousesClub.org](http://RobinsSpousesClub.org)

**Tips for Submitting Request Forms:**

- 1) Fill out the form as completely as possible. If asking for specific items, please include invoices or purchase orders for requested items.
- 2) Some items the RSC considers in the request:
  - a. How will the money benefit the community?
  - b. Is the request a necessity or nicety?
  - c. What are the long term benefits of this donation?
  - d. Has the requesting organization made an effort to raise funds on its own?

- e. How many people will benefit from this donation?
  - f. Will this donation represent the sole source for an organization's operating budget?
  - g. Have funds been received from other organizations?
- 3) The RSC typically does not pay for costs associated with food, beverages, or door prizes.
  - 4) Requests from teachers must be signed by the Principal and a request for money from the corresponding PTA/PTO must have been made (state in request).
  - 5) Requests for Boy Scouts and Girl Scouts must be signed by the Troop Leader.
  - 6) Email additional questions to: [Grants@RobinsSpousesClub.org](mailto:Grants@RobinsSpousesClub.org)