

COMMUNITY ENRICHMENT GRANT REQUEST FORM

2016 - 2017



APPLICANT INFORMATION			
Organization		Request No.	
Point of Contact		Submission Date	
Office Location			
Mailing Address			
Phone		E-mail Address	

PROPOSAL	
Detailed Description of Project (include how VCC funds will be used; continue on another sheet, as necessary)	
No. of Individuals who will benefit	

FUNDING			
Amount Requested from VCC		Date of Event	
+ Amount from Other Sources (provide detail, below)		Date Funds Required	
= Total Project Cost		Payable to (if other than above organization, explain)	
<i>Date</i>	<i>Source/Fundraiser Description (continue on another sheet, as necessary)</i>	<i>Amount</i>	

AUTHORIZATION

Proper authorization on each request must be obtained. For example, the signature from a commander, deputy, president, FRG leader, scout leader, or principal is required. *NOTE: It is the responsibility of you and/or your organization to confirm with JAG (Administrative Law Division) the legality of accepting funds from the Vicenza Community Club. If the request is approved, receipts of expenses will be required.*

Submitter Signature

Title

Date

Supervisor Signature

Title

Date

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The Vicenza Community Club mission is to support worthwhile service and community projects by fairly and equitably distributing monies made both from our fund raising activities and at least 70% of the net profit from the Thrift Shop. Our goal is to provide funds to organizations that benefit the Vicenza Military Community. It is policy that the funds to be used to purchase and support tangible items that benefit the greatest number of people in the community. The VCC generally does NOT fund requests for t-shirts, mugs, pins, and flowers. Food or other consumable items is considered on a case-by-case basis.

NOTE: It is the responsibility of you and/or your organization to confirm with JAG (Administrative Law Division) the legality of accepting funds from the Vicenza Community Club.

Please return the completed application in one of the following ways:

- Mail to VCC Community Enrichment, Unit 31401, Box 61, APO, AE 09630;
- Deposit in the small, white VCC mailbox near the Thrift Shop door; or
- E-mail to welfare-ce@vccitaly.org.

STATUS (FOR OFFICIAL USE ONLY)				
Request No.		Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Received Date		Tabled	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Acknowledged Date		Forward to General Board	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Committee Review Date		Forward to Membership	YES <input type="checkbox"/>	NO <input type="checkbox"/>
General Board Review Date				
Membership Review Date		Motion Made By		
Check Request Date		Second Made By		
Funds Delivered Date		In Favor		
Reporting Form Received Date		Opposed		
Funds due to VCC	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Amount		Reallocation Requested	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Refund Received Date		Reallocation Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Notes				