



# DAVIS MONTHAN SPOUSES' CLUB CHARITABLE REQUEST FORM

Organization: \_\_\_\_\_

POC: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Payable to: \_\_\_\_\_ Federal Tax ID Number (if applicable): \_\_\_\_\_

### How will the funds be used (be as detailed as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Project or Event: \_\_\_\_\_ Date of the Event: \_\_\_\_\_

Number of Individuals Impacted by Funds: \_\_\_\_\_ % of Individuals with Military Affiliation? \_\_\_\_\_

What other sources of funding have been received for the project/event: \_\_\_\_\_

\_\_\_\_\_

### Proper authorization on each request must be obtained.

If the request is from a NAF Facility/Squadron/Clinic/Organization, we require a signature from a Commander, President or Scout Leader. If the request is from a school or PTO, the Principal's signature is required. If the request is approved, receipts for expenses may be required.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email COMPLETED and SIGNED form to: [grants@davismonthansc.org](mailto:grants@davismonthansc.org)

OR Mail to: DMSC Grants Chair, PO Box 15280, DMAFB, AZ 85708

Our tax i.d. number is 95-3511957. This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.

# GUIDELINES FOR SUBMITTING REQUESTS TO DMSC

1. **All requests must be received by the 1<sup>st</sup> of the month.** The DMSC Charitable and Governing boards meet each month to review and vote on charitable requests. If approved, grants will be mailed prior to the next calendar month. By submitting your request by the 1<sup>st</sup> of the month, the Grants Chair has time to review the request and to prepare it to present to the Board.
2. Funds cannot be granted to individuals.
3. Please fill out the form as completely as possible. Additional information may be added on a second page. This document may be emailed or mailed. This form must be signed.
4. Information that DMSC considers when reviewing requests:
  - What is your organization's mission and how does it work to achieve that purpose?
  - How will the money benefit the Davis-Monthan AFB community? The local Tucson community? The Air Force community?
  - What are the long term benefits of this donation?
  - What additional efforts have been made to raise funds?
  - Does your organization have other means of support?
5. Please prioritize your needs if you have some items you need more urgently than others. This allows us to fund part of a request if we cannot fund the entire request.
6. The DMSC is a charitable organization and can only support charitable and educational endeavors pursuant to IRS 501(c)(3). We cannot pay for costs associated with food, beverages, labor, childcare, nor prizes.
7. School requests must be signed by the Principal. Scout requests must be signed by the Troop/Pack Leader. Military-affiliated organizations must be signed by the Commander.
8. The DMSC Boards may not meet in June and July. Requests received after the 1<sup>st</sup> of May will be reviewed no later than the August Board meetings.
9. The DMSC financial board year is from June 1<sup>st</sup>- May 31<sup>st</sup>. Charitable income varies from year to year. The Davis Monthan Thrift Shop, our partner non-profit organization, is the primary source of Charitable income. Please donate items to the Thrift Shop, located at 5950 E Quijota Blvd Bldg 6040 on Davis-Monthan AFB.

**PLEASE EMAIL ADDITIONAL QUESTIONS TO: [grants@davismonthansc.org](mailto:grants@davismonthansc.org)**