



Heidelberg Community and Spouses' Club (HCSC) Welfare Grant Application Guidelines 2009-2010

HCSC wants to make the process of seeking financial support as easy as possible for deserving organizations. Please read this document before starting the Grant Application process. The information and guidelines will help applicants understand HCSC's background and Welfare Grant priorities, thereby improving the likelihood of approval for some and saving valuable time for others whose application is not aligned with HCSC's Welfare Grant focus.

BACKGROUND OF WELFARE COMMITTEE

The role of the HCSC Welfare Committee is to administer HCSC's Welfare Program in accordance with the Club's mission, which is to **support a variety of activities of a social, cultural, or educational benefit for its membership and to financially support organizations within the United States Military and the European civilian communities.** The Welfare Committee is tasked with receiving requests, evaluating them, making recommendations to the HCSC Board of Governors (BOG) as to their disposition, disbursing funds, and ensuring that disbursed funds are properly utilized.

WELFARE GRANT HISTORY

HCSC has been giving money to the community for 60 years. Last year, \$196K was given to organizations and scholarships.

WELFARE GRANT FOCUS

Most Welfare Grants are project specific, and the receiving organization must use the funds for the requested/approved purpose or return the funds to HCSC. **Priority is given to community organizations that benefit the Heidelberg military community.**

- All HCSC Welfare Grants shall be made in accordance with USAREUR Fundraising Policies: Army in Europe Regulation 210-22 (2 DEC 2003) Private Organization and Fundraising Policy http://www.per.hqusareur.army.mil/frsa/pdfs/aer210_22.pdf
- Grants can only be made to organizations or groups with a bank account, not to individuals.
- Priority is given to community organizations that benefit the Heidelberg military community but other European military communities will be considered on a case by case basis.
- All grants in excess of \$8,000 must be approved by the general HCSC membership.
- The following will not be funded:
 - 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
- All school grant requests must be processed through the Parent Teacher Association (PTA), or related organization.

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

DEVELOPED BY:

- American Association of Fund Raising Counsel (AAFRC)
- Association of Fund Raising Professionals (AFP)
- Association for Healthcare Philanthropy (AHP)
- Council for Advancement and Support of Education (CASE)

WELFARE GRANT APPLICATION GUIDELINES

The Committee will only consider grants that meet the criteria outlined in the application. Failure to complete all portions of the Grant Application will cause your request to be delayed or denied.

SECTION A

The point of contact is the person who is accepting full responsibility for completing the grant application process from grant application through grant close-out.

SECTION B

If this is the first HCSC grant request for an organization, simply check the "1st Application" box and move onto Section C. If you are uncertain, please contact the HCSC Welfare Point of Contact before proceeding to ensure that your organization is in good standing.

SECTION C

The ultimate goal is to make the strongest possible connection between HCSC's mission and interest and the grant purpose and the population to be served. Develop a clear project idea and make a difference. Show that you will be easy to work with by following all guidelines as outlined on this form and the application.

ADDITIONAL TIPS FOR SUCCESSFUL GRANT REQUESTS

- Gather all necessary background information.
- Pay close attention to the budget submitted. Make sure it's not carelessly done, out of balance or inconsistent with the grant request.
- Ask higher, not lower. The committee cannot give you more than you request, but they can give you less than you request. Note that any grants higher than \$8,000 must be approved by the general membership.
- Be compelling but don't exaggerate!
- Support claims or explain assumptions.
- Let the human element shine through! Share stories and pictures.
- Avoid jargon and abbreviations.
- Keep sentences short and crisp.
- Use action words and verbs.
- Revise and edit. Get critical feedback before you send the proposal.
- Don't forget to say thank you! Stories and pictures are encouraged!

GRANT WRITING WORKSHOPS

Watch the HCSC website for upcoming workshops!

CONTACT INFORMATION

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