



Fort Lee Area Spouses' Club (FLASC)
Community Grant Request Form

Agency Contact Information

Agency Name: _____ EIN: _____

Street Address: _____

City: _____, State: _____, ZIP Code: _____

Phone: _____, Alternate Phone: _____

E-mail Address: _____

Amount Requested: \$ _____, Event Date: _____

POC Name and Phone Number: _____

Checklist

Complete Community Grant Request Form. Of note, this form may be completed by an individual, but all checks are written to the requesting organization.

Attach a written description of the request to include (1) intent of use for requested funds, (2) whom the donation benefits, and (3) the organization's connection to Fort Lee, the military, and / or veterans (if any). Include an event flyer, organizational brochure or anything that you feel will assist the Welfare Committee in their decision.

Submit the Welfare Request Form and written description NLT 28 October 2022 for Fall requests or NLT 24 March 2023 for Spring requests. Grants are provided only once per year per organization. Emergency requests may be submitted, but there is no guarantee that the request will be fulfilled.

- Fill out and submit a W-9 form

Mail the completed form along with additional documentation to: Welfare Committee Chair, c/o Fort Lee Area Spouses' Club, PO Box 5081, Fort Lee, VA 23801 or by email at flascwelfare@gmail.com

Additional Information

I give permission for our organizational name to be highlighted as a welfare beneficiary on FLASC social media sites and monthly newsletter. YES NO

Signed: _____

Date: _____

Thank you for submitting a Welfare Request to FLASC.