

Academy Spouses' Club Welfare Guidelines 2021-2022

Each year, the Academy Spouses' Club (ASC) at the United States Air Force Academy in Colorado Springs, Colorado 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 community service organizations; we look forward to the opportunity to give back to these groups and to aid them in achieving their goals of supporting military families.

The Welfare Committee is tasked with receiving requests, evaluating them, making recommendations to the ASC's Governing Board as to their disposition, disbursing funds, and ensuring that disbursed funds are properly utilized. Once the request is submitted to the Welfare Chair, it is presented to the Welfare Committee for discussion and voting. If the committee votes to present it to the board, the Welfare Chair will present it at the monthly board meeting for discussion and final vote. The board meetings occur the first Thursday of the month. After an official vote has been conducted, the request is processed, and the check disbursed by the Welfare Treasurer.

Our request window is October 2021 – April 2022. All requests are encouraged to be made at least 30 days in advance, but no more than 180 days. Requests made with less than 30 days may be denied without consideration. All funds must be deposited within 45 days of issue from ASC. Only one grant will be awarded per group, per fiscal year.

To assist us in evaluating your request, be specific as possible to include the exact amount of funds requested. Provide as much information as possible about the program and how it will directly affect our military community. If you are asking for a specific item, or items, give us the exact cost, where it can be purchased, and what it will be used for. Please respect that our funds are limited so we may have to choose which items we are able to support.

Most Welfare Grants are project-specific, and the receiving organization must use the funds for the requested/approved purpose. Please note our priority guidelines as well as our constraint guidelines.

We request that our Academy Spouses' Club is given recognition of the donation either in a program, a table tent or sticker, website, etc to help promote our mission and our philanthropy.

Priorities:

- Funding for projects benefiting the general USAFA population to include Active Duty, Reserves, Retired, Civilians, and Dependents
- Funding for projects benefiting specific groups within the base population
- Funding for military-connected groups outside the USAFA community within the Pikes Peak Region
- Funding for the greater military community such as national organizations which support military personnel and their families
- Funding for local charities within the Pikes Peak Region

Constraints:

- The organization must be a locally, regionally, or nationally affiliated organization with the military, veteran, retirees, or local Pikes Peak Region civilian community
- Funds may not be used to provide childcare at events
- Funds may not be used for projects or events that are discriminatory
- Funds will not be given to sponsor other scholarship awards/programs
- Funds may not be used to purchase alcoholic beverages
- Funds may not be used for politically sensitive and/or religious causes
- Funds may not be used for fees, insurance costs, or other administrative costs
- Funds may not be used for requests for reimbursement of items/services already purchased
- Funds may not be used for stipends for speakers, salaries, travel, and other organizational personnel expenses
- Funds may not be used on items for resale in fundraising activities
- Funds may not be used for parties in any capacity; including but not limited to holiday, going away, promotions, and luncheons
- Funds may not be used for capital campaigns/capital expenditures and endowment campaigns
- Funds may not be used for sports events and athletic groups that are not fundraisers
- Funds may not be used for outside advertising, publications, films or television production or programming
- Charitable requests are not considered after an event or charitable need has passed.



Welfare Request Form

Guidelines

1. Incomplete welfare request forms will not be processed.
2. Please attach any supporting documents detailing the purpose of your request, including program descriptions, order forms, catalogs, item numbers, pamphlets, etc.
3. Completed forms should be received by the last Tuesday of the month in order to be considered at the ASC Board of Governors' monthly meeting.
4. Please email additional questions to **USAFAasc@gmail.com**
5. Forms may be emailed to the above address, provided required signatures are included. Forms may also be mailed to the following address:

**Air Force Academy Spouses Club
C/O Welfare Chair
P.O. Box 78
USAFA, CO 80840**

Applicant Information

Name of Organization	_____	This Organization Is:	Military/Civilian (Circle One)
Point of Contact:	_____	POC Phone Number:	_____
POC Title:	_____	POC Email Address:	_____
Mailing Address:	_____	City, State, Zip Code:	_____
Amount Requested:	_____	Date Funds are Needed:	_____
Total Event/Project Cost:	_____	Check Payable to (If Approved):	_____

Purpose of Funding

Please state the purpose of your funds request. Be as specific as possible.

Other Means of Funding

Do you have any other means of funding this request? (i.e., fundraising, corporate events/sponsorship, grants, etc.)

Beneficiaries

Number of persons who will benefit from these funds: _____

Percentage of those persons who are military and/or military family members: _____

If approved, how will this donation benefit the military and/or surrounding community?

What is the long-term benefit of this donation?

For Schools

All requests submitted on behalf of any school must have the prior approval of the Principal.

Name of School: _____

Name of Principal: _____

Signature: _____

Date: _____

For Internal Use Only

Date Received: _____ Approved/Denied: _____

Award Date: _____ Check Number: _____

Academy Spouses Club is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.