

## Fort Myer Thrift Shop Community Grant Instructions for 2019

Please ensure that your organization is eligible to receive funds from a 501(c)(3) tax exempt organization. A 501(c)(3) organization is a non-profit business that meets IRS requirements to be a tax-exempt whose business is scientific, educational, or a combination thereof.

### Instructions

#### Single requests from an organization

Please submit a cover letter with your completed Community Grant Application and Agreement Form.

#### Multiple requests from a single organization

- Multiple applications from one organization need to be through a SINGLE CONTACT PERSON.
- EACH REQUEST MUST INCLUDE A SEPARATE cover letter and Community Grant Application and Agreement Form.
- Prioritize your requests.
- Limit of FIVE (5) REQUESTS per organization.
- Answers must be complete and correct to be considered by the Community Grants Committee.

#### Deadlines and pickup of awarded community grants

- Community grant requests must be received by the Fort Myer Thrift Shop no later than Thursday, April 18, 2019.
- Early submissions are encouraged and appreciated.
- Awarded community grant checks will be ready for pickup at the Fort Myer Thrift Shop no later than Thursday, June 27, 2019.

#### Please mail or deliver your completed grant request to us

##### Mail to

Ft. Myer Thrift Shop  
ATTN: Community Grant Committee  
PO Box 1112  
Fort Myer, VA 22211

**Deliver** in-person your application and agreement to the Fort Myer Thrift Shop during hours of operation on Tues-Wed-Thurs, 10:00am - 2:30pm. These requests will then be delivered to the Community Grants Committee. (Check our website for all Saturday and holiday hours at [www.fortmyerthriftshop.org](http://www.fortmyerthriftshop.org))

You can email us your questions at [CommunityGrantsFMTS@gmail.com](mailto:CommunityGrantsFMTS@gmail.com) or call the Fort Myer Thrift Shop at 703-527-0664 during normal business hours. **If you have applied in the past, please make sure you are using our new email.**

The Fort Myer Thrift Shop Attn: Community Grant Committee, PO 1112 Fort Myer, VA 22211 [www.fortmyerthriftshop.org](http://www.fortmyerthriftshop.org) 703-527-0664 [FMTS224@gmail.com](mailto:FMTS224@gmail.com)