

## Fort Myer Thrift Shop Community Grant Instructions for 2022/2023

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 THREE (3) 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 Wednesday, April 19, 2023.
- Early submissions are encouraged and appreciated.
- Awarded community grant checks will be ready for pickup at the Fort Myer Thrift Shop no later than Wednesday, June 28, 2023.

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

##### Mail to

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

##### Deliver in person to

Fort Myer Thrift Shop  
224 Forrest Circle  
Joint Base Myer-Henderson Hall

**Deliver** in-person your application and agreement to the Fort Myer Thrift Shop during hours of operation on Tues or Wed, 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**  
**2022/2023 Community Grant Application and Agreement**

All grants must be received by **Wednesday, April 19, 2023**.

**Hard copy** Community Grant Application and Agreement must be delivered to the Fort Myer Thrift Shop **OR** postmarked no later than April 19, 2023. Please fill out all 3 pages. You may attach additional pages but please include the number with which your answer corresponds. For additional information contact the Fort Myer Thrift Shop at 703-527-0664 during normal business hours (check website) or email [CommunityGrantsFMTS@gmail.com](mailto:CommunityGrantsFMTS@gmail.com).

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**Name of Organization** \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

EIN Number (Required) \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Program Name \_\_\_\_\_

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6. Does the requested Program/Project receive appropriated or non-appropriated funds?

7. If your request is granted, indicate the **organization** to which the **check** is to be written:

\_\_\_\_\_

Please note: Checks may not be written to individuals. Organizations MUST be bona fide nonprofit entities. \*\*\*If the Payee Organization differs from the requesting Organization; please, explain.

8. Provide any additional pertinent information which could be helpful to the Community Grant Committee. (You may attach additional documentation)

**I affirm that all the information I have submitted on this application is correct.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Printed Name \_\_\_\_\_

**Publicity Release**

The applicant hereby grants The Fort Myer Thrift Shop permission to use their organization’s name and image for the purpose of publicizing The Fort Myer Thrift Shop Community Grant recipients in media outlets, including print, newspapers, magazines, radio, television and online, and specifically in Pentagram, and The Fort Myer Thrift Shop website and social media pages.