

## **PLEASE NOTE: SUBMIT YOUR APPLICATION BY MARCH 27, 2025!**

### **Fort Myer Thrift Shop (FMTS) Community Grant Instructions for 2025**

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 delivered to the Fort Myer Thrift Shop, or postmarked if sent by mail, no later than Thursday, March 27, 2025.
- Early submissions are encouraged and appreciated.
- Awarded community grant checks will be sent/ready for pickup at the Fort Myer Thrift Shop no later than June 26, 2025.

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

###### **Mail to**

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

###### **Deliver in person to**

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

**Deliver** your application and agreement in person to the FMTS during hours of operation on Tuesday, Wednesday, or Thursday, 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 [FMTS224@gmail.com](mailto:FMTS224@gmail.com) or call the FMTS at 703-527-0664 during normal business hours.

# Fort Myer Thrift Shop Community Grant Application and Agreement for 2025

All grants must be received or postmarked by **Thursday, March 27, 2025**.

**Hard copy** Community Grant Application and Agreement must be delivered to the Fort Myer Thrift Shop **OR** postmarked no later than March 27, 2025. Please fill out all 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 [FMTS224@gmail.com](mailto:FMTS224@gmail.com).

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Joint Base Myer-Henderson Hall

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

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

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

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

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

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

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

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

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

1. Purpose of Program/Project: Briefly describe need and distribution of grant funds.
2. Amount of money requested: \_\_\_\_\_
3. How will grant funds be utilized? Please list specific expenses regarding this request.
4. How many military personnel/dependents in the Greater Washington Area will benefit from this request?
5. Please list all previous grants your organization has received from the Fort Myer Thrift Shop in the past five years. (Year/Amount/Purpose)

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 The Fort Myer Thrift Shop website and social media pages.