



Vicenza Community Club Community Enrichment Grant Application

The Vicenza Community Club uses funds generated from our Thrift Store and other USAG Garrison approved fundraising events to support the Vicenza community by donating to organizations reflecting our mission values. We strive to support as many organizations with a direct and positive impact on the Vicenza Military Community.

Thank you for your interest in applying for a Community Enrichment grant with the Vicenza Community Club. Please provide as much detailed information as possible (i.e. purpose, program brochures, materials, website, social media, etc...) to aid in the decision-making process.

At a minimum, the following information should be gathered for the application:

- Grant project/event name, date, target population, number of participants impacted
- Percentage of military, veterans, DoD civilians and/or their families impacted
- Complete description of project/event and how it addresses need of military, veterans, DoD civilians, and/or their families
- Funding: amount requested, total cost of project/event, specifically how funds will be utilized, amount paid by participants, amount received from other fundraisers/organizations
- Facility physical address (if applicable), mailing address, organization name for check payable if grant received, email, phone number, organization website address,
- Tax ID Number, if applicable



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Limitations:

- Grant submission once a month with emergency submissions being considered.
- Limit to 2 grants per fiscal year not in consecutive quarters (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sept)
 - Single event per request
 - Within 90days after event submit receipt, a recap of the event (#of attendees, impact) with photo documentation
 - Unused funds will be returned to the VCC within 90 days
- Grant requests will not exceed \$10,000
- **Donations will NOT be provided to/for the following:**
 - Individuals (only organizations)
 - Normal operating expenses (including salaries, overhead, office supplies, and/or advertising)
 - Political parties or activities
 - Completed expenditures
 - Goods or services that could be obtained using appropriated funds



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Eligibility: To be considered for a Community Enrichment Grant, the following guidelines must be followed:

- A completed Community Enrichment Grant Request Form must accompany all requests for donations from the VCC. Email requests without completing the request form are not accepted.
- The Community Enrichment Grant Request Form must be received by the monthly deadlines in order to be considered. Incomplete applications will not be considered.
- Volunteer hours required prior to grant submission (volunteer hours do not guarantee a grant approval).
- Funds must be used within 90 days of receipt of grant. If any portion of the received fund is unused for the requested purpose, unused funds must be returned to VCC within 60 days.
- An event cancelled or postponed due to extenuating circumstances (COVID, weather or movement of troops) will be re-evaluated for approval at a later date without affecting future eligibility.
- Funds donated must be used for the sole purpose for which they were requested and may not be used to fund other needs not identified in the original request. Substantiating receipts are required.
- It is the responsibility of you and/or your organization to confirm with JAG (Administrative Law Division) the legality of accepting funds from the Vicenza Community Club.

If denied during one grant period, an organization may re-apply with additional information for the next monthly cycle.

Applicants will be notified of the VCC Board's decision via e-mail within 10 business days of decision.

FY 2021 Request Deadline is the 1st of each month.



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APPLICANT INFORMATION:

Organization Name _____

Organization/Unit Point of Contact _____

POC Title/Position _____

POC Email _____

POC Telephone Number _____

POC CMR Address _____

Is POC or other organization/unit POC a current VCC Member?

Yes

No

Please select your organization type

Non-profit 501(c) (of any level) without incorporation

Non-profit 501(c) (of any level) with incorporation

Non-profit association without 501(c) recognition

Community Group

DODEA School Group



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Is the organization recognized as a Private Organization by USAG-Italy?

Yes No

Does the organization/unit have a bank account?

Yes No

Has the organization/unit previously received a grant from the VCC?

Yes No

If you answered yes to the previous question please provide the date _____

Did the organization/unit comply with all requirements such as returning unused funds, providing receipts, and submitting a signed grant letter?

Yes No

Is the organization/unit located within a 50 mile radius to USAG-Italy installation?

Yes No

What percentage of your organizations event will support the Vicenza military community?

Yes No

ELIGIBILITY CERTIFICATION:

I certify that I have read the eligibility rules and criteria above and that I or my organization/unit are eligible for a VCC Community Enrichment grant.

Yes No

I understand it is the responsibility of myself/the unit/organization to ensure the solicitation and acceptance of funds from the Vicenza Community Club is appropriate and legal.

Yes No

THE VCC IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE ARMY OR DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.
Revised 8/31/2020



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Has your organization/unity requested funding from additional sources?

Yes

No

If you answered yes to the previous question, please list the other funding sources and potential funding amounts requested.

CERTIFICATIONS: ***Proper organization/unit approval must be obtained prior to submission. A signature from a commander, deputy, organization president or principal is required.*

I certify that I am authorized to request funding on behalf of my organization/unit.

Yes

No

I certify that I understand it is the responsibility of my organization/unit to confirm legality of accepting grant funds from the Vicenza Community Club.

Yes

No