



Humphreys United Club 2022-2023 Community Outreach Grant Request

Organization Approving Signature:

Organization Information

Date of Request:
Organization Name:
Point of Contact:
Email Address:
Mailing Address:
Phone Number:
Check Made Payable to:

Event/Activity Information

Date of Event/Activity:
Description of Event/Activity:
Estimated Number of Participants:
Estimated Total Cost of Event/Activity:
Amount Provided by Fundraisers:
Amount Requested/Received from Other Organizations:
Amount to be Paid by Individual Participants:
Amount Requested from HUC:

Provide a detailed description of how HUC funds will be used- include items to be purchased, quantity of items, and cost. Attach additional information if necessary. Please provide 2-3 quotes.

Briefly describe the importance of this event/activity and the impact it will have on the community

COMMUNITY OUTREACH SUBMISSION GUIDELINES

All requests must be submitted no later than September 1, October 24, January 15, and April 15 to be reviewed at the next meeting date; late requests will be reviewed at the following quarterly review. Meeting dates for the Community Outreach Committee will fall in September, November, February, and May. Requests must be submitted via email to the Community Outreach Chair at outreach@humphreysunited.org.

COMMUNITY OUTREACH SUBMISSION PROCEDURES

- 1) Organizations at Camp Humphreys may apply directly for grants.
- 2) Outreach applications must include the following information as a minimum:
 - a. Name and mailing address for organization
 - b. Association, Booster Club, or Private Organization bank account or designated supplier for which HUC can make the requested purchase(s) for the applicant.
 - c. Details on support required and number of members of participants from Camp Humphreys.
 - d. The following signatures will be required on the application:
 1. A grant request from a teacher will need a principal's signature, unless the teacher is representing a PTSO.
 2. Organizations will need a chairperson or president signature.
 - e. Estimate, quote or contract documenting costs. If the requested funds are approximated, the CO Committee will require receipts to validate expenses before the grant will be provided as a reimbursement. If the receipt is in Hangul, it must be translated to English.
 - f. For reimbursements of expenses paid in won, applicants are required to provide a printout of <https://www1.oanda.com/currency/converter/> as of the date the purchase was made in won to validate their USD reimbursement amount.
 - g. Community Outreach Committee members cannot be a grant applicant.
- 3) The Community Outreach Committee will apply the following Funding Matrices to all Community Outreach Grant Requests:
 - a) Organizations are eligible to receive funds from community outreach no more than once a board year.
 - b) Awards for organizations are limited to \$2000. Applications exceeding this amount will be considered at the discretion of the committee.
 - c) Organizations are required to provide documentation that they are authorized to operate on post or in the process of becoming authorized to operate on post. Community outreach checks cannot be written to individuals.
 - d) Organizations that receive Appropriated Funds (AF) or Non Appropriated Funds (NAF) are not eligible to receive grants, which includes but is not limited to military units or SFRGs, according to Army regulations (including but not limited to Army Regulation 608-1 AJ.)
 - e) Committee members will make every effort to award funds to a variety of organizations that represent our community.
 - f) Priority will be given to requests that leave a lasting impact in the community. Items that become the property of the individual will not be funded.
 - g) Grant requests for Holiday Parties are eligible to receive no more than \$500.
 - h) Grant requests to support the purchase of food for events not covered under another funding category are eligible to receive no more than \$10 per person. Grant requests that include alcohol will not be funded.
 - i) Grants will not be awarded to support fundraising efforts.
 - j) Applicants requesting support to cover students' travel expenses are eligible to receive no more than \$150 per student.
 - k) For applicants requesting support to cover travel expenses, the community outreach committee will refer to GSA Citypairs airfare quotes as the base for airfare, if possible, which can be found at <https://cpsearch.fas.gsa.gov/cpsearch/search.do>. The CO Committee will refer to <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm> for travel per diem rates.
- 4) Emergency community outreach grant applications, which fall between committee meetings, may be considered on a case-by-case basis, at the discretion of the chair. The intention is that this type of application review would result from an urgent need which falls between campaigns and not be the result of a requesting organization's inability to plan and submit a community outreach grant application by the published deadline.
- 5) Community outreach grant recipients may submit receipts for reimbursement dated no earlier than 60 days prior to the date of grant approval notification.
- 6) Community outreach grant fund recipients must provide receipts for all items/services within 60 days of receipt of funds. Failure to submit receipts will cause the applicant and organization to be ineligible to apply for community outreach funds for one year following the date on which the receipts become past due.