



Spouses of JBMDL Organization

Charitable Giving Program Guidelines and Request Form

Email to: Philanthropy@jbmdlspouses.org OR

Mail to: SoJBMDLO Philanthropy Lead

PO BOX 225

Wrightstown, NJ 08562

I. Charitable Giving Program Guidelines

Purpose

The JBMDL Spouses Org provides charitable financial support to organizations on base, in our local community, and across the nation, whose programs and services directly impact the lives of military members and their families.

As a non-profit service organization, the SoJBMDLO serves the interests of both our members and of the larger community. We recognize we have an obligation to use our funds wisely, and to ensure they are given to organizations that reflect our values, practice good stewardship, and meet the needs of the military community.

The SoJBMDLO will provide funding to local and national organizations, including but not limited to: the Air Force Village, the Air Force Enlisted Village, Fisher House, the American Red Cross, Ronald McDonald House, Operation Warm Heart, Operation Hug-a-Hero, the Air Force Ball, the Children's Home of Mt. Holly, the Joint Base MDL Chapel, JBMDL Youth Programs, Mothers of Preschoolers (MOPS), local food banks, and the Boy Scouts and Girl Scouts. Additionally, the JBMDL SC provides individual scholarships to help JBMDL-affiliated military dependents (including both children and spouses) pay for college expenses.

Charitable Giving Guidelines

To ensure transparency, fairness and thoughtfulness, the JBMDL Spouses Org uses the following criteria to determine an organization's eligibility for a charitable donation. To receive funds, requests should directly address one or more of these criteria:

1. Supports the morale and resiliency of military members or their families.
2. Benefits the humanitarian needs of the community, including education, health and human services, food and shelter.

3. Promotes safety, physical and emotional wellness, and community responsibility.
4. Provides opportunities for educational advancement.
5. Assists with relief of the poor, distressed, and underprivileged.

In making funding decisions, the SoJBMDLO gives priority to those organizations whose:

- Primary activities include the support of military members and their families
- Programs have proximity to JBMDL and/or directly impact our installation and military community.
- Financial resources are spent primarily on direct provisions of goods or services.
- Activities are relevant to our members and their families.
- Requests impact many people, not just one or a few individuals.

In return for the JBMDL Spouses Org's charitable donation, we ask that organizations consider:

- Acknowledging receipt and use of the donated funds by sending a thank you note to the address listed above.
- Publicly acknowledging (ex. signage, sponsorship listing in event program, etc..) JBMDL Spouses Org as a sponsor.
- Sending photographs of the event for which the donation was given.

Eligibility and Limitations

- The SoJBMDLO charitable contributions may include monetary donations and/or payment for material goods. Whenever possible, donations are made payable to organizations, not to individuals. The SoJBMDLO does not provide funding for goods or services that could be obtained using appropriated funds. The SoJBMDLO does not use charitable funds to reimburse completed expenditures.
- The JBMDL Charitable contributions may not be used to fund normal operating expenses of any organization, including items such as salaries, overhead or advertising.
- The JBMDL does not provide funding to political organizations and is cautious in its support of religious organizations. Funds provided to religious organizations should benefit the broader community, not solely organization members or those who profess sectarian beliefs. Funds may not be used to purchase religious materials or to support activities of a religious organization's congregation.
- Funds donated by the SoJBMDLO are to 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. Should the donated funds exceed the requestor's original stated need, The SoJBMDLO asks that the monies be returned as soon as possible to the SoJBMDLO so that they may help fund other charitable requests.

How to Apply

You submit a donation request online from our website at

<http://www.ibmdlspouses.org/welfare.html> or you may submit a formal written application of no more than 3 pages, which includes the following information:

- a. Name of project, event, or charity
- b. Overview of your organization's goals and accomplishments
- c. Primary goal(s) of project, event, or charity
- d. Detailed description of project, event or intended use of funds
- e. Description of the target population and estimated number of people served, including the proportion who are military members, dependents, or retirees
- f. Date of activity and/or date funds are needed
- g. Dollar amount requested. Although we recognize it can be challenging to determine how much funding to request, open-ended appeals make our deliberation process inefficient and unfair. If you are concerned about the amount you plan to request or have other questions, please email the Welfare Chair (mdlscwelfare@gmail.com) to discuss your situation and get clarification before submitting your application. However large or small, your request should accurately reflect your need.
- h. An itemized description of how your organization will spend requested funds.
- i. A description of any additional fundraising conducted, or donations received and/or requested from other sources.
- J. Name of organization to whom the check should be written.
- K. Point of contact for funds, including name, title, address, phone number and email address.

Please ensure your request includes all items and identify each section using the lettered heading provided in the bullet list above. Incomplete applications will not be considered for funding.

Mail your completed application letter and any

additional materials to:

Spouses of JBMDL Org

Philanthropy Lead

PO Box 225

Wrightstown, NJ 08652

Timing

Proposals from qualifying organizations are accepted throughout the year and are considered in the order they are received. Our annual budget cycle follows an academic calendar year from September through June, and it is helpful if we receive your request early in the fiscal year.

The decision-making process requests several steps and usually takes 4-6 weeks to complete. Requests for funds over \$1,000 must be submitted by April 30th. All requests for June through September activities must be submitted by April 30th. Any requisite submitted after April 30th may take up to 2-3 months to complete. Requestors should clearly state if their request is urgent, and the SoJBMDLO Philanthropy Lead will make reasonable attempts to expedite your request.

Date:

II. Request Form

Basic Information

Name of Organization:

POC (Name and Title):

Phone Number:

Overview of goals and accomplishment of your organization.

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| | Email Address: |
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Event Details

Project / Event:

Date of Event:

Detailed description of project, event, or intended use of funds.

Description of target population.

Estimated number of people served (including the proportion who are military members, dependents, or retirees).

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| | Amount Requested: \$ |
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Itemized description of how your organization will spend requested funds.

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Description of any other fundraising conducted or donations received and/or requested from other sources.

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Additional Information you feel the JBMDL Spouses' Club should know in reference to this funding request.

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If approved,

Make check payable to:
(organization, not person)

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Send the check to:
(mailing address)

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For Welfare Committee Members Only

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| Date Received: | <input type="checkbox"/> Approved | Key Points Discussed: |
| Decision Date: | <input type="checkbox"/> Denied | |