



## **2020 Charity Request Guidelines and Requirements**

### **Eligibility**

1. Those organizations that directly benefit military members and/or their families in the Greater San Diego Region shall be eligible for consideration of NOSC charitable funds.
2. Be a 501(c)(3) organization in good-standing, as listed on the IRS website. Any Navy entity that receives 100% of their funding from non-appropriated funds will also be considered.
3. If awarded a grant, applicants agree to the release of the name of their organization and purpose of grant.

### **Application Requirements**

1. Requests for charitable contributions shall be submitted in writing, on organizational letterhead, via U.S. mail or by email to the Charities Committee. To be eligible for review, the request must include all the following:
  - a. Request Form.
  - b. Tax ID Number/Letter from the IRS.
  - c. Most current IRS Form 990.
  - d. Organizational Mission.
  - e. Current Organizational Budget.
  - f. Current Program Budget.
  - g. Specific Dollar amount of grant requested.
  - h. Statement of Need- specific programs or items to be funded by the grant request; both must directly benefit military service members and/or their families in the greater San Diego Region.
  - i. Explanation of how these funds will remain in the Greater San Diego Region.
  - j. Organizational impact on the military community.

### **Applications shall be postmarked or received by March 15, 2020**

Recipient must give an accounting of expenditures of funds by January 15, 2021. If applying for 2021 grant and have not followed the above requirement, your 2021 application will be ineligible. Organizations whose charitable donation requests are accepted will receive written notification in early May 2020 and a charity presentation will be held in May 2020.

There is no formal application form for submission; however, we do require that grant requests be submitted on your organization's letterhead with the attached coversheet and are submitted via the NOSC Charities email or address listed below.

For more information regarding eligibility, application procedure and selection process, please contact us at: [Charity@noscsandiego.com](mailto:Charity@noscsandiego.com)

Please submit written requests to:  
NOSC Charities Chair  
941 Orange Ave. Box 233  
Coronado, CA 92118

