



## **2024 Charity Request Guidelines and Requirements**

### **Eligibility**

1. Organizations whose mission directly benefits military members and/or their families in the Greater San Diego Region shall be eligible for consideration of NOSC charitable funds.
2. The organization must be one of the following:
  - A 501(c)(3) organization in good standing per IRS guidelines.
  - Any Navy entity that receives 100% of its funding from non-appropriated funds (NAF).
3. If awarded any funds, the applicant agrees to release the name of their organization and the purpose of the grant.

### **Application Requirements**

1. Requests for charitable contributions shall be submitted in writing, on organizational letterhead, via U.S. mail or email to the Charities Committee. To be eligible for review, the request must include all of the following:
  - a. Grant Request Letter with Cover Sheet (attached below)
  - b. Tax ID Number/Letter from 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

All relevant documentation provided to the Charities Committee must be submitted on organizational letterhead and must be submitted to the NOSC Charities email or address listed below.

**Emailed applications are recommended and must be received no later than March 15, 2024. Mailed applications must be postmarked no later than March 15, 2024.**

Please note, if you received a NOSC grant in 2023, recipients must have provided an accounting of expenditures of these funds by February 1, 2024. If you are applying for a grant this year and did follow this requirement, your 2024 application will be ineligible.

Organizations will be notified of their application status in early May 2024. Presentation of grants will be held at the NOSC Awards ceremony toward the end of May and all recipients will be invited to attend.

For more information regarding eligibility, the application procedure, and/or the selection process, please contact email [charity@noscsandiego.com](mailto:charity@noscsandiego.com)

Please submit mail applications to:  
NOSC Charities Chair  
941 Orange Ave. Box 233  
Coronado, CA 92118  
[charity@noscsandiego.com](mailto:charity@noscsandiego.com)

