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**Hui O’ Na Wahine**

[www.schofieldspousesclub.com](http://www.schofieldspousesclub.com)

***2018 Welfare Request Form***

The Hui O’ Na Wahine is proud to give back to the community. The funds generated by the Hui O’ Na Wahine Thrift Shop and various fundraising activities that the club organizes are dedicated to improving the lives of Soldiers and families in and around Schofield Barracks. Any non-profit organization serving the community may request assistance from the Hui**.** It is important that you provide the following information for your request for assistance to be considered. All applications must be submitted to huiwelfarechair@gmail.comby **28 February 2018.** Funds will be disbursed in April.

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| **NAME OF ORGANIZATION (And Website, if any):**  |
|  |
| **MAILING ADDRESS:** | **TAX ID Number** |
|  |  |
| **DATE FUNDS ARE NEEDED:**  | **TOTAL AMOUNT REQUESTED:** |
|  |  |
| **POC NAME:** | **PHONE #:** | **EMAIL:**  |
|  |  |  |
| **PHONE #:** | **PHONE #:** | **EMAIL:** |
|  |  |  |
| **STATEMENT OF PURPOSE FOR YOUR ORGANIZATION: (ATTACHMENT MAY BE SUBMITTED)** |
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| **EVENT/PROJECT NAME AND DETAILED DESCRIPTION:** **(ATTACHMENT MAY BE SUBMITTED)** |
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| **SPECIFY SPONSORSHIP NEEDS (ITEMIZED LIST OF PRODUCTS, DOLLAR AMOUNTS, ETC): (ATTACHMENT MAY BE SUBMITTED)** |
| **Item** | **Justification** | **Subtotal** |
|  |  |  |
| **Total:** |  |
| **HOW WILL YOU PUBLICIZE THAT THE HUI SUPPORTED YOUR EVENT?**  |
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| **LIST ANY OTHER COMMUNITY ORGANIZATIONS TO WHICH THIS REQUEST WAS SUBMITTED AND STATUS OF REQUESTS (i.e. GRANTED, PENDING, REJECTED):** |
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| **OPERATING INFORMATION:** |
| **Estimated Number of Local Participants Benefitting During 2018:** |  |
|  | **Number of Active Duty Military:** |  |
|  | **Number of Military Dependents:** |  |
|  | **Number of Civilian:** |  |
| **Number of Board Members:** |  |
| **Number of Paid Staff Members:** |  |
| **Number of Volunteers:** |  |
| **Local Operating Budget:** |  |
|  | **Local Annual Expenditures:** |  |
|  | **List General Sources of Funding** |  |
|  | **List Most Recent Grants Received from Hui O’ Na Wahine (Year and Amount):** |  |
|[ ]  An application has been previously submitted, but our organization has never received funding from Hui O’ Na Wahine. |
|[ ]  This is our organization’s first request for funding from Hui O’ Na Wahine. |

1. All checks must be cashed within **ninety days** from the date of check disbursement. **Original receipts** from the event must be submitted to the Hui Welfare Chair **no later than** 30 days after funds are expended. If receipts are not provided, your organization may be ineligible to receive future grants from the Hui.
2. Appropriate authority approval **signature required** (i.e. supervisor, commanding officer, principal, superintendent).
3. Signature verifies truth and accuracy of provided information on grant application.
4. All information must be provided to be considered for funds.
* **Applications must be submitted via email to** huiwelfarechair@gmail.com.
* **Applications must be received by 28 February 2018. Materials received after the deadline will not be considered.**
* **The POC will receive an email confirmation from the Hui O’ Na Wahine Welfare Chair when an application is received.**
* **If the request is approved, the POC will be contacted by the Hui O’ Na Wahine Welfare Chair in late March.**

Submit applications or any questions to huiwelfarechair@gmail.comby **28 February 2018.** Funds will be disbursed in April.

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| Signature of POC (electronic acceptable) | Official Position or Office Held |
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