Osan Officers' Spouses' Club

Welfare Special Project Request Form

The Osan Officers' Spouses Club is now soliciting applications for our Special Projects Welfare Program. Proposed projects are for any amount up to $5,000 with one project application per Unit or Organization accepted.
The Special Welfare Program targets long term quality of life projects that will have a positive impact on the Osan Community. Applications will not be considered for one time events, awards, food, entertainment, etc. Projects must be completed by 31 December 2010.

Applications packages must include a brief written proposal outlining the project, authorization from Unit CC and CE/SFS (if applicable) and documented estimate of supplies/purchases or labor. Copies of hand written, emailed or photocopied estimates or purchase prices are acceptable.

Written proposal should be concise and include:
-Brief outline of project with approximate timeline for start and completion
-Estimated number of people directly effected and impact on the Osan Community
-Who will provide manpower/labor for project

Applications are accepted through 1700 on Friday, 16 April at the OOSC mailbox located in the Officers' Club Administrative Office. Winners will be notified on Friday, 21 May and funds will be available the following week. Incomplete applications will not be considered.

Applicant Information

Organization: _____ Location of Project: _____

POC: _____ Phone: _____

Mailing Address: _____
Street Name *Apartment/Unit #*

_____
City *State* *ZIP Code*

Email Address: _____

Alternate POC: _____ Phone: _____

Mailing Address: _____
Street Name *Apartment/Unit #*

_____
City *State* *ZIP Code*

Email Address: _____

Requested Amount: $_____ Total Cost of Project: $_____ Payable To: _____

By signing below, I verify that all information submitted for this project is accurate to the best of my knowledge. I confirm that if the project is not completed within 90 days, a written update detailing the project status must be submitted NLT 1 Sep 2010. At completion of the project, photos, all receipts and any left over funds from the project must be submitted to the OOSC. My Unit/Organization has until 31 Dec 2010 (180 days) to complete the project. These timelines are mandatory and if not met, my Unit/Organization or myself may have to reimburse the OOSC Welfare Fund the full donation amount. I understand all manpower and labor, along with any necessary clearances through CE and Security Forces are the responsibility of myself or my Unit/Organization.

_____ _____ _____
Signature *Title* *Date*

RETURN THIS FORM TO:
OOSC mail box located in the Officers' Club Administrative Office
Application Deadline: 1700 on Friday, 16 April

For Official Use Only

Approved/Denied: _____ Voucher #: _____ Check #: _____ Date: _____