

Marine Thrift Shop Application for Funds Guidelines

Section I: Organization Information

Please be sure to report your most current and accurate contact information in the event that we need to contact you quickly.

Please ensure that the “payee” information is correct. If you are school team or club, check with the school to see if the check should be made out to the PTO.

All funding requests must be submitted before any incurred expenses and 30 days prior to the requested funding date.

Section II: Grant Request Information

Please provide a description of how the funds will be used including: the people impacted, benefits to the community, and the desired results of your project.

Section III: Grant Request Budget/Financial Information

This is where we see the most mistakes with applications. In order to avoid unnecessary questions, please fill out our form EXACTLY as requested.

It is imperative that you fill out our form accurately and ensure that the numbers you have entered are correct. If a specific item is to be purchased, the organization must provide a written estimate of the item’s cost. (i.e.: screenshot of online shopping cart)

Section IV: Agreement and Signature

Please review carefully and sign where indicated.

Funding Exclusions

- Organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, age national origin, ancestry, citizenship, veteran, or disability status
- Organizations or programs that do not benefit the military and local communities within Okinawa
- Requests made on behalf of another organization or by an unauthorized representative of the recipient organization

- Third-party giving, including funds that are re-allocated to fiscally sponsored organizations
- Religious organizations for religious purposes only. Application must show that funds will be used to support the military and local community as a whole.
- Request made solely to benefit one person or family
- Scholarships (tuition, room, board, other expenses for college/university/vocational school attendance)
- In-kind donation requests, including requests for gift cards
- Political organizations, causes, candidates, organizations or campaigns
- Salaries, stipends, tips and rewards
- Memberships and registration fees
- Perishable items
- Cost of Shipping
- Research
- Contests or pageants
- Advertising, film or video project
- Fundraising events (walks, races, tournaments, dinners etc.)
- Tickets for contests, raffles or any other activity with prizes
- Merchandise for fundraisers and auctions
- Merchandise promotions, partnerships or advertising
- General awareness campaigns