



## 2024 Academic and Professional Grant Request Form

Please see Eligibility requirements on the attached FAQ page. Completed and signed Academic Grant Requests and all accompanying documents must be submitted to [fhcsfscholarship@gmail.com](mailto:fhcsfscholarship@gmail.com) with "Grant Application" in the subject line or mailed to: **404 Sterling Drive, U.S. Army Garrison Fort Hamilton, Brooklyn, NY, 11252.** (If mailing, please alert us to your request through the email provided above). Please note that there is no guarantee that the entire amount requested will be granted. The Foundation may reject, approve in full, or approve a lower amount at its absolute discretion.

All funding for Grants and Scholarships is provided by the Fort Hamilton Community Spouses' Foundation (FHCSF) Thrift Shop

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Today's date:

Date funds are needed:

Full Name:

Address:

Email Address:

Phone:

Have you ever received a FHCSF grant?  
If yes, When?

Select type of Grant:

- Academic course cost assistance
- Academic testing cost assistance
- Licensure/Reciprocity cost assistance
- Support of continuing education event
- Certification Course Fees
- Certification Testing Fees

Requested amount: \_\_\_\_\_

Organization Accounting Department: \_\_\_\_\_  
(Where will the money be sent?)

Organization contact information: \_\_\_\_\_

Please provide a detailed description below about how the grant will be used. Include or attach supporting documentation. (i.e. fee schedule, calendar of events, testing location information.)


Please provide a detailed description below, or in an attached page, about how this grant will further your academic and/or career. Please include any information that you think will support your application. (i.e. why you have chosen this course/event, how it will benefit your academic or professional life.)


Return this form and all supporting documents to: [fncsf scholarship@gmail.com](mailto:fncsf scholarship@gmail.com) with "Grant Application" in the subject line or mail to: **404 Sterling Drive, U.S. Army Garrison Fort Hamilton, Brooklyn, NY 11252.**



## 2024 Academic and Professional Grant Request FAQ Page

### What is the difference between the FHCSF Scholarship and the FHCSF Grant?

The Fort Hamilton Community Spouses' Foundation Scholarship is money awarded for tuition and fees at an academic institution. The Academic and Professional Grant is money awarded for fees associated with certifications, accreditations, licensure, and academic/professional development/training course costs.

### Why would I choose a grant instead of a scholarship?

The Academic grant would be a good option for situations that require a one-time payment such as a specific testing fee and/or individual course/continuing education event.

### Am I eligible?

Applicants must hold a valid military dependent identification card and must meet at least one of the following criteria:

- ★ The Military Sponsor must be an Active or Retired Service Member assigned to, attached to, working or living on Fort Hamilton.
- ★ The Military Sponsor is deceased.
- ★ Applicant resides, works or volunteers on Fort Hamilton.
- ★ Applicant has another affiliation with Fort Hamilton--for example, sponsor deployed from Fort Hamilton or sponsor was assigned to Fort Hamilton but was recently assigned to another duty station. Please explain your situation in a separate document.

### When is the deadline to submit an application for an academic grant?

The application period is open for the entire calendar year; the academic grant application has no deadline.

### Can I make changes to my application after I submit?

Yes. Any changes requested need to be sent via email to [fhcsfscholarship@gmail.com](mailto:fhcsfscholarship@gmail.com), and we will reopen your application.

### How is my application judged?

Completed grant requests are reviewed by the Fort Hamilton Community Spouses' Foundation, an all-volunteer organization. The number of grants awarded is based on the number of applications received and funds available, the large majority of which are generated by the Fort Hamilton Community Spouses' Foundation Thrift Shop. Grants are not based on merit, GPA, rank, degree level, career field, etc.

### When can I use my scholarship/grant money?

Grants may be awarded September through June. Grant requests will be reviewed every 60 days and payment will be sent to the institution within 15 days after review. Grant money must be used within one year of receiving it.

### **How much will I receive if I am awarded a grant?**

FHCSF Academic Grants are a one-time/year award averaging between \$200-\$500. The amount awarded can depend on our donors, proceeds from the FHCSF Thrift Store and your educational or professional needs.

### **When will my check be mailed?**

We will review grant requests every 60 days. After recipients are notified of the grant awarded, checks will be mailed out within 15 days.

### **Where will my check be mailed?**

Checks will be mailed directly to your school or program. Direct reimbursement to the applicant will be decided on a case-by-case basis. If your situation requires this, please contact us at [fhcsfscholarship@gmail.com](mailto:fhcsfscholarship@gmail.com) PRIOR to paying for any fees, or applications.

### **Can I be reimbursed?**

Direct reimbursement for academic or professional expenses is considered on a case-by-case basis and would most likely occur when fees are paid **after** submitting the grant request and/or receiving an award. You cannot be reimbursed for fees paid or courses taken **before** a grant request has been made. If the Foundation chooses to reimburse the applicant, the applicant must provide receipts/proof of payment along with payee information, date of payment, amount of payment and a description of the expense.

### **What can the funds be used for?**

An Academic grant may be used for academic course cost assistance, testing costs and fees, Licensure/Reciprocity cost assistance, a Continuing Education Event, a Certification course, etc.

### **Can I use my scholarship/grant to pay for books or my student loans?**

No. Funds may not be used for repayment of student loans, tuition paid for previous terms, or fully funded by other sources. In some instances funds may be used for workbooks or materials when included within testing/course fees. For more information regarding this, please email: [fhcsfscholarship@gmail.com](mailto:fhcsfscholarship@gmail.com).

### **Do I have to maintain a certain GPA or number of credit hours?**

No. There is no minimum GPA or full-time status requirement.

### **Will my scholarship/grant renew?**

No. Your grant is a one-time payment and does not renew.

### **Can I apply again next year?**

Yes. We currently have no restrictions on the number of years you can apply and receive funding. However, you may only apply for an Academic and Professional Grant once per calendar year.

### **What if I move or switch schools?**

If your circumstances regarding your Academic grant change, please notify the foundation immediately via email at [fhcsfscholarship@gmail.com](mailto:fhcsfscholarship@gmail.com).

**Please direct any questions you may have via email [fhcsfscholarship@gmail.com](mailto:fhcsfscholarship@gmail.com).**