

Portsmouth Service League Woman's Club Facility Rental Grant

The Portsmouth Service League (PSL) is a volunteer organization made up of young women who are involved in the betterment of the Southeastern Virginia community. PSL trains its members to be responsible civic leaders by educating and involving the members in a variety of local educational, civic, and volunteer opportunities. The group consists of women from many different backgrounds and with varied careers. Many members have lived in Portsmouth all of their lives, while many are newer to the area. Every member seeks to improve her community.

PSL gives back to the community in two specific and tangible ways:

- PSL members dedicate many hours each year through direct volunteer activities in support of area non-profits.
- Funds made available to us through our fundraising activities and through our wholly owned property, the Woman's Club of Portsmouth, are available to support area nonprofits.
- WC Facility Rental Grants for nonprofits who choose to utilize the Woman's Club for their event.
 - Weeknight Rental Grant Award amount: \$1,900 (includes \$500 deposit reimbursement)
 - Weekend Rental Grant Award amount: \$2,400 (includes \$1,000 deposit reimbursement)

PSL's Grant Committee reviews all grant requests presented to the Portsmouth Service League on an as needed basis and will notify each applicant of the Committee's decision. Requests for financial support for facility rentals should be submitted to Chrissy Covington Goulart at the Woman's Club when a non-profit organization books an event at the Woman's Club. Applications must be submitted with a minimum of 45 days prior to the event for weeknight rentals and a minimum of 75 days prior to the event for weekend rentals.

The following guidelines will be used by the Grants Committee when considering grant requests.

1. **Tax-Exempt Status**

The requesting organization must be tax-exempt. Requests must be accompanied by a copy of the tax-exemption letter from the IRS and evidence as to the organization's qualification as a public charity organization as defined in section 509(a)(1), (2) or (3) of the Internal Revenue Code. You must be registered as a 501(c)(3) organization. This can be provided to Chrissy upon booking.

2. **Eligibility**

Any organization that meets the Woman's Club criteria for nonprofit facility rental as outlined by the Woman's Club is eligible for facility rental funds. Any organization that received funds from the Portsmouth Service League through the 2025 Community Grant cycle for either a programmatic or operational grant is ineligible for a Woman's Club Facility Rental grant.

3. **Deposit**

The requesting organization must pay the required deposit (\$500 for weeknight event & \$1,000 for weekend event) in order to be considered.

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Please submit this form to Chrissy when booking your event. It will then be submitted along with any other relevant paperwork to the Grants Committee. Although each proposal will be thoroughly reviewed, this form helps streamline the grant review process. You must pay the required deposit to be considered for Facility Rental funds. If handwriting, please print.

1. In as few words as possible, please describe your organization and mission.

2. Name, title, telephone number and email address of primary contact for any further details or questions.

Name: _____ Title: _____

Telephone: _____ Email: _____

3. Who should receive the check if your agency is chosen as a financial grant recipient?

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

4. Please provide the date of your event. Also, please provide a brief description of your event?
