



### Tips for Chapel Groups Requesting Funding

1. **Start with your Chaplain:** All requests for funding should start with your chaplain. It may be that your chaplain has control over funds you could use for your project or event. If not, you will need his support when you approach other organizations with your request.
2. **Know Who to Ask:** Your chaplain and/or chapel coordinator/funds manager will be able to help you identify who the correct person or office is for your request. Knowing the right person to ask will save you a lot of time.
3. **Know When to Ask:** A lot of military funding is restricted by deadlines and budget cycles and can only be budgeted for and dispersed at certain times of year. Because of this it is very important to plan as far ahead as possible. Talk to your chapel coordinator/funds manager to learn more about the important budget deadlines in your community.
4. **Know How to Ask:** Military budget rules and regulations can be a tricky thing. One year they may restrict funding for “conferences” and the next “conferences” may be okay but “retreats” are not. Check with your MCCW regional coordinator for tips on wording your request and work closely with your chapel coordinator/funds manager to be sure your request can be clearly understood by those reviewing it.
5. **Ask at the Right Time, Even if you Don’t Have Specifics:** Budget cycles and event planning timelines don’t always match up, but you should still ask for funding for known future expenses. For example, if you know that your women will want to attend a retreat in the coming year but don’t have the date or exact cost, you can estimate how much it might cost in order to secure that funding at the appropriate time in the budget cycle.
6. **Talk About Impact:** When you make your request, use specific numbers and data to support it. How many women will be impacted? What will they learn/gain/experience? How can this help your wider military community?
7. **Follow up, follow up, follow up:** They say the squeaky wheel gets the grease, and while this doesn’t always hold true in fundraising, it will help ensure that your request stays in the forefront of the minds of those in charge of the funds. It will also help keep you up-to-date on where you are in the process and allow you to provide additional information should it be required.
8. **Keep Good Records:** Military communities and the people in them are so transient, it is easy to lose track of what is done from year to year. By keeping good records, you will pave the way for future women’s ministry groups to do good work.



Military Council of Catholic Women – Worldwide, Inc.

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SPIRITUALITY, LEADERSHIP, SERVICE

9. **Know the Rules for Other Fundraising:** Before you seek donations or financial support from outside organizations or businesses, be sure to check garrison, military branch and DOD policies for fundraising.