

## Walmart Foundation Grant Guidelines and FAQ

Range of Grants: \$250-\$5,000

Grant Cycle: Application deadline is Dec 31. The grants cycle begins February 15.

Where do I apply? <https://walmart.org/how-we-give/local-community-grants>

How do I get squadron access to the application portal?

When a local CAP Squadron/Flight wants to submit a Walmart Foundation Community Grant request to their nearby Walmart or Sam's Club facility(ies), they will first need to set up an account under the *singular* CAP EIN (75-6037853) and their own specific Squadron/Flight Contact Information. *This cannot be done directly by the CAP Squadron/Flight on the grant portal.*

Therefore, the personnel at the Squadron/Flight must first contact the Grant Support personnel at **Cybergrants.com** via email to request that they (Cybergrants.com) set up an account for them on the Walmart Foundation Community Grant portal.

The appropriate email to use to initiate this process is: [cgsupport@cybergrants.com](mailto:cgsupport@cybergrants.com). The Cybergrants contact only provides the unique username and a temporary password so that one can then proceed to the next step.

What info do I include in the email to cybergrants.com?

In this email, the CAP Squadron/Flight will provide specific contact information for the personnel handling the Squadron/Flight grant application, receipt of funds if awarded, local publicity of the award, etc. This will include the contact's full name, official name of the Squadron/Flight, complete mailing address, phone number, and email address. The Cybergrants.com staff will then establish a specific username and password for that local CAP Squadron/Flight to use when it subsequently applies for a Walmart Foundation Community Grant.

Who do I contact?

Simultaneously contact the local Store Director where you will direct the grant application request *and* complete the online application. If that person is interested in supporting the CAP use of the grant, then you are 80% of the way there!

Once your application is formally submitted, the information for the proposed grant request will go to the Store Director. That's why it is important to talk to them first and get them on board with your proposal first. If the Store Director tells you that he/she won't support the request, then you need to move on to a different store in the area.

Will I receive confirmation?

A confirmation email will be sent to the requestor. The process usually takes 48-72 hours from receipt of the request.

Questions? Contact [fieldfundraising@gocivilairpatrol.org](mailto:fieldfundraising@gocivilairpatrol.org) for further assistance.



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## Community Grant Program

Welcome, JName!

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The organization you are currently associated with is Civil Air Patrol.

If you work with multiple organizations, [click here to add a new organization to your account](#).

Each of the application sections below must be completed for your proposal to be considered.

1. Contact Information - Contact information pertaining to the organization.
2. Program Information - Specific details of the proposed program.
3. Agreement - Review and agreement of the terms for requesting funds.

**In an effort to streamline the application and review process we have made program updates, which includes shortening the application.** We recommend that you [familiarize yourself with the online application](#) before you begin. To create a new application, enter the zip code for your program area in the "Community Grant Facility Search" box below and click Search. Once the results have loaded, click the "Start" link to the right of the facility number you want to request funding from. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to Walmart, click the "View" link next to the appropriate Project Title.

Each page will have a timeline to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

### Official Tax Info

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Information on file: The following is the address that the check will be mailed to, if a funding request is approved. **Please note that the check will be made payable to the organization name as it appears on the IRS Business Master File that is shown below.** Please verify this is correct before proceeding.

63 Newberry Estates Crossing  
Senoia, GA 30276

Information from IRS Business Master File:

CIVIL AIR PATROL  
105 S HANSELL ST  
MAXWELL AFB, AL 36112-5937  
United States  
U.S. Tax ID/EIN: 756037853

If the Organization Name as listed in the IRS Business Master File is incorrect or needs to be updated, please contact the IRS Call Center at (877) 829-5500.

To make changes to your organization address, telephone, etc. please use the link below.

[Update Your Organization Information](#)

### Community Grant Facility Search

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Search for the facility to which you will apply by Zip Code:

Zip Code:

# Community Grant Applications Requiring Action

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Action	Project Title	Application Date	Application Amount
<a href="#">Continue</a>	WMT 932 Application 	02/16/2019	\$5,000.00

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## Community Grant Program

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### Program Information

\* indicates required field

**In an effort to streamline the application and review process we have made program updates, which includes shortening the application.**

\* Program Name What is the program for which the organization is requesting funding?

\* Requested Grant Amount Enter the dollar amount you are requesting (Community Grants can only be requested for \$250 to \$5,000).

\* International Funding Is this funding request for an organization located outside of the US, or will the funds be distributed outside the US?

\* Focus Area Please choose the option that best describes the primary focus of the program requesting funding.

You have selected: Public Safety Supporting public safety programs through training programs or equipment in the United States or Puerto Rico.

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