



# Walter Reed Society Grants Program

**APPLICATIONS MUST BE SUBMITTED  
NLT 30 DAYS IN ADVANCE**

Walter Reed Society Inc.  
8901 Rockville Pike, Box 303  
Bethesda, MD 20889  
[support@walterreedsociety.org](mailto:support@walterreedsociety.org)  
[walterreedsociety.org](http://walterreedsociety.org)

The Walter Reed Society, a tax-exempt 501(c)(3) organization, was organized exclusively for charitable and educational purposes in 1996. Funds are distributed solely for the benefit of Walter Reed National Military Medical Center (WRNMMC) and other Department of Defense medical facilities within the National Capitol Region and their educational, patient care and research activities. The Society sponsors events and funds projects and goods that enhance patient care services, support the welfare and morale of soldiers and other staff, and preserve the legacy and renowned international reputation of "Major Walter Reed" the man and the institution named in his honor. It should be understood that the Society has a standing offer to consider grants for these activities and that the WRNMMC Command bears no responsibility for this assistance program.

As the Walter Reed Society is a volunteer organization, it is preferred that official sources for funding be explored first. In order to be responsible stewards of their funds, the Society requests certain details and staffing before considering a grant. This form should be submitted at least 30 days in advance of an activity through command channels to the Society. When the Society is required to forward a proffer letter through the command to make disbursement/provide the gift, additional time will be required to seek approval. This Grant Application should be submitted well in advance as the approval process takes a great deal of lead time, especially if higher command or Secretary-level approval is required.

## GRANTS TO FUND A PROJECT, ACTIVITY, EVENT, ETC. AT WRB

### PART 1of 3: Explain the Need

\_\_\_\_\_  
**Printed Name and Signature, Grade/Rank, Position of Responsible Individual** **Date**

Telephone Number \_\_\_\_\_ Department \_\_\_\_\_

**State what is needed and the cost:** (Detailed information would be most helpful in deciding whether the need and the amount needed is recommended for approval by the Society.)

**Have official/alternate sources for funding been explored? Yes No Please explain.**

**Have estimates been sought from more than one vendor? Yes No Please explain:**

**If equipment, has this been staffed for suitability?** (Capability to operate, maintain and store, meets safety and infection control standards, does not duplicate services, etc.)

**PART 2 of 3: Approval of Described Need:**

**THRU:**

**Project Manager (Primary POC)**

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(Printed name, signature, Grade/Rank)	Comments	Date
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**Department Chief**

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(Printed name, signature, Grade/Rank/Date)	Comments	Date
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**Deputy Commander as appropriate**

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(Printed name, signature, Grade/Rank/Date)	Comments	Date
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**PART 3 of 3: Review by the Walter Reed Society**

**THRU: Vice President, Projects, Chair of the Project Grants Committee**

**Dr. S. Avery Davis at: [s.avery.davis@gmail.com](mailto:s.avery.davis@gmail.com)**

Recommend approval/Amount: \_\_\_\_\_  Recommend approval w/amendments/Amount: \_\_\_\_\_

Recommend denial of request/Reason

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Signature of VP, Projects, WRS	Date
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**TO: Board of Directors**

Approved/Forwarded to Treasurer for action  Approved/Request Secretary send proffer letter through Command Channels

Grant Application returned without action to designated individual

Comments:

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Signature of Secretary, WRS	Date
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July 3, 2024