

Freedoms Foundation Seed Grant Proposal Instructions

Guidelines:

Revised 8/04/2008

© A Freedoms Foundation Grant is available to all districts. The amount to be determined by the PI budget:

ONLY ONE GRANT PER DISTRICT

Funding Policies:

1. The Freedoms Foundation Grant (amount to be determined by PI budget) will be provided to each district to use toward expenses for Anchor attendance at Freedoms Foundation or a similar program in other countries.
2. The Freedoms Foundation Grant funds will be mailed to the Pilot District Treasurer no later than 45 days after receiving the Freedoms Foundation Grant proposal.

District Responsibilities:

1. The Freedoms Foundation Grant proposal is to be jointly discussed and planned by the Pilot DAC and Pilot District Anchor Coordinator, and Anchor District Officers (if applicable).
2. Freedoms Foundation Grants will be awarded to Pilot Districts whose proposal is in accordance with the Anchor Freedoms Foundation Grant Guidelines. A district, with a past due evaluation, may not be eligible for another grant until the evaluation has been submitted.
3. Districts must complete and return the Grant Agreement Form with the proposal. Signatures on this form by the district leadership are acknowledgement that they will abide by the established procedures.
4. *Districts that do not use the grant funds as originally specified* in the grant proposal, or *do not adequately document their use of such funds will be required to return the grant in full to Pilot International*. Documentation must include the evaluation form, copies of checks and/or letters from the party receiving such funds.
5. **Any unused Freedoms Foundation Grant funds must be returned to PI immediately**, with a final accounting of how the funds were used at the completion of the project or current club year.

Freedoms Foundation Anchor Grant Proposal

Deadline to be received at PI Headquarters: **January 15**

Date proposal submitted: _____

After completing the following Freedoms Foundation Anchor Grant Proposal, send it to Pilot International Headquarters, P. O. Box 4844, Macon, GA 31208-4844 along with this cover sheet. Be sure to list the contact person and their current contact information as well as the required signatures. The signed Freedoms Foundation Anchor Grant Agreement should also be included.

Name/Title: _____

District: _____

Address: _____

City: _____ State/Province: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____ Fax Number: _____

Email Address: _____

Required Signatures:

Approved by:

Pilot District Governor

Pilot District Anchor Coordinator

Pilot District Treasurer

Anchor District President (if Applicable) N/A

FOR PI HEADQUARTERS USE ONLY:

Date Proposal Received: _____ Date Proposal Approved: _____

Freedoms Foundation Anchor Grant Proposal

Deadline for sending Proposal: **January 15**

_____ District

I. Name: _____
Anchor Club of: _____

II. **FUNDING NEEDS**: to be used by the district for registration and/or travel)

III. **GOAL AND OBJECTIVE**: (State how the Anchor was selected and how they will benefit).

IV. **EVALUATION**:

A report of the Anchor's experience at Freedoms Foundation should be sent to PI Headquarters **no later than 30 days after the conference**. Be creative create a slide show, DVD, or video of your experience at Freedoms Foundation. The report should explain how their experience affected them and if they would recommend future Anchors to attend.

Revised 8/04/2008

Anchor Freedoms Foundation Grant Evaluation

This evaluation should be completed and returned to Pilot International Headquarters postmarked no later than June 1 of the current club year (the same club year the funds were received and used).

Pilot International provides leadership and service opportunities to young people through Anchor Clubs in partnership with sponsoring Pilot Clubs and Districts. Anchor Freedoms Foundation Grants are to be used to strengthen the bond between Pilot and Anchor Clubs. In order for Pilot International to comply with Internal Revenue Service requirements concerning payments for reasonable compensation for goods or services, each Pilot District must complete this form and return it to Pilot International. Thank you for your assistance.

1. Date: _____ District: _____
2. Name and Description of Project/Activity:
3. Please attach a complete financial report on the use of the Anchor Freedoms Foundation Grant funds, including copies of invoices and cancelled, copies of checks to third party's that benefited from the funds and/or letters of acknowledgment for goods or services received. Any excess funds must be returned to PI by June 1.
4. Provide a brief report on how attending Freedoms Foundation has strengthened the bond between your Pilots and Anchors.

Note: Anchors attending Freedoms Foundation are required to submit a report of their experience within 30 days after the conference.

District Governor _____ Daytime Phone: _____
(signature)

District Treasurer _____ Daytime Phone: _____
(signature)

Pilot International Anchor Freedoms Foundation Grant Agreement

(To be signed and returned to PI Headquarters no later than January 15 with grant proposal)

Pilot International will provide leadership and service opportunities to young people through Anchor Clubs in partnership with sponsoring Pilot Clubs and Districts. In order for Pilot International to comply with Internal Revenue Service requirements concerning payments for reasonable compensation for goods or service, each Pilot District must agree to the following responsibilities:

1. The Anchor Freedoms Foundation Grant funds must be used as specified in the approved grant proposal. Any grant funds not used for the stated purpose must be returned immediately to PI. Any excess funds not used for this purpose must also be returned to PI immediately.
2. Grant Evaluation forms must be completed and returned to PI Headquarters postmarked no later than June 1 of the current club year.
3. A full accounting of the grant funds, documented with copies of checks to third parties, and/or letters from said third parties, must be submitted with the final grant evaluation form.
4. Any Pilot District receiving grant funds from PI must keep records and receipts of expenditures, which will be made available to PI upon request.
5. Anchor Freedoms Foundation Grant funds may not be used for any activity that may be considered political in nature, including, but not limited to, influencing legislation, holding voter registration drives, etc.
6. Pilot International grant funds may not be disbursed to any organization, which discriminates on the basis of sex, race, or national origin. Pilot District leaders must ascertain that the organization, which receive benefits from Anchor Freedoms Foundation, grant funds have made public their policy not to discriminate on this basis.

We have read the above requirements regarding Anchor Freedoms Foundation Grant funds, and agree to comply with each of these requirements.

District Governor _____ Date _____
District Treasurer _____ Date _____
District Anchor Coordinator _____ Date _____
Anchor District President _____ Date _____