



EMERGENCY RESPONSE PROJECT

Helping With Family Emergencies as Pilot Cares For Families in Need

"An Emergency Response Program for the Local Community"
**(Lifeline, Care Trak, and
Project Lifesaver Systems)**

GRANT APPLICATION PACKET REVISED SEPTEMBER 2013

102 Preston Court,



Macon, GA 31210

478-477-1208 FAX 478-477-6978

Pilot Clubs, Anchor Clubs or Districts desiring to establish or expand personal emergency response service in their community may apply for a Founders Fund grant using the attached application materials.

This packet contains:

- * Summary of Grant Policies for Emergency Response Projects
- * PI Emergency Response Grant Application Form
- * PI Grant Review Check List
- * Grant Agreement Form

The information you provide on the application forms the basis on which your request will be considered. **Please follow all instructions carefully.** Make sure to provide detailed information about your club or district's proposed **service involvement** in your Emergency Response program as well as your proposed fund-raising commitment.

GRANT POLICIES FOR EMERGENCY RESPONSE PROJECTS

1. Grants will be awarded only to active Clubs and Districts.
2. Emergency Response programs must be for the purpose of helping people with disabilities. The Founders Fund defines a person with a disability as "any person who has a recorded physical, mental or sensory impairment that substantially limits a major life activity. Major life activities include functions such as caring for one self, performing manual tasks, walking, hearing, speaking, breathing, learning and working." For the purpose of Emergency Response grants, frailty due to age and/or health impairments constitutes a disabling condition.
3. Project participation in the form of service is required of any applicant receiving a grant. Fund raising may also be a part of the club or district's involvement. A minimum of 1/3 of the membership must be involved in the project to qualify for funding.
4. All Emergency Response grant applications must include a letter of verification/agreement from the monitoring agency.
5. Grants cannot exceed 50% of the funds needed for the project. In-kind contributions such as equipment, printing, advertising, and volunteer labor should not be included as a funding source. The applying club or district must match or exceed the amount requested from the Founder's Fund within 12 months of receiving grant funds. **PI will only match the cash amount contributed to the project by the applicant. Grant requests must be rounded down to the nearest even dollar.**
6. The maximum grant available to each club or district per year is \$5,000. Clubs or districts may submit only one application. The minimum request is \$500.
7. Funding for **ON-GOING** projects which will require multiple grant cycles to complete, shall be limited to three years. First year funding will be \$2,500. Second year funding will be \$1,500. Third year funding will be \$1,000.
8. Grant requests are not considered if prior grants are in arrears.
9. **Grants are not awarded retroactively.** Submit applications in advance of project requirements.
10. Pilot International will accept electronic signatures.

Postmark deadline for submission to the
District PIFF Representative is **October 8.**

**Please include an envelope with adequate postage for the
PIFF Rep. addressed to Pilot International Headquarters.**

EMERGENCY RESPONSE PROJECT GRANT APPLICATION

Application Process

Distribution Instructions:

Club: Send the following to the PIFF District Representative: one (1) original of the application (Pages 3-8) and four (4) copies of pages 3-8 with any accompanying documents. Include a stamped envelope for the District Rep to forward the document to PI Headquarters.

Send one (1) full copy to the District Governor

Club PIFF Representative's name, which is listed here, will be responsible for all correspondence with and reporting to PI.

District Rep: Review application and make any needed corrections with the approval of the club. Then sign, and send original and four copies to PIFF. **Send only complete applications.**

Club PIFF Rep: _____ Position/Title _____

Club: _____ District: _____

Address: _____ City: _____

State/Province: _____ Zip Code: _____ E-mail: _____

Daytime phone: _____ Evening phone: _____

REQUIRED SIGNATURES-Electronic Signatures will be accepted

Approved by:

(Club application)

Club PIFF Representative/Date

Club President/Date

(District application only)

Governor/Date

(All applications)

District PIFF Rep/Date

Date copy of application was sent to District Governor: _____

FOR PI HEADQUARTERS USE ONLY: Fiscal Year: _____

Date Received _____ Application # _____

I. PROJECT OUTLINE:

A. Check one:

- New Program Existing Program funded by PI

B. Has your Club previously received an Emergency Response grant?

- Yes No

What was the amount of the grant(s) and when were they received?

Amount	Month/Year
_____	_____
_____	_____
_____	_____
_____	_____

C. Name of equipment supplier: _____ (eg. Lifeline, Companion Call, Care Trak)

D. Please list all items to be purchased. Include quantity and cost of each item. Tax and shipping costs may also be included. (Examples: home units, batteries, transmitter bracelets, etc)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E. Total project cost: \$ _____

F. Amount requested: \$ _____

G. Agency that will provide 24-hour emergency response monitoring:

Name: _____

Address: _____

Contact Person: _____

Attach a copy of verification/agreement from monitoring agency.

H. Date program is to begin _____

I. Indicate your club's planned service involvement in the Emergency Response program (check all that apply):

Inform community through public relations/ER program presentations

(Attach copy of presentation)

Respond to inquiries from potential subscribers. In the space provided please describe how inquiries will be processed. _____

Install home units and train subscribers/responders.

Perform monthly test calls from Emergency Response Center

Other (explain): _____

J. What restrictions, if any, will be placed on applicants for Emergency Response service?

K. Please list any other information which would be helpful in evaluating this application: _____

II. METHOD OF EVALUATION

Please describe how information on project progress and results will be evaluated. At least two of the following should be included in the evaluation:

- Questionnaires to participants
- Photographs
- Scrapbooks
- Interviews
- Slides
- Clippings of media coverage

Each club receiving a Founders Fund Emergency Response grant will evaluate its Emergency Response project on an annual basis, using the **Grant Evaluation Form**.

III. PUBLICITY

Please include press releases the club plans to send to newspapers, television stations, and/or radio stations. List all media you will be contacting about your project.

IV. FOUNDATION SUPPORT

Has the applicant participated in Founders Fund programs? Check all that apply.

Program	Date
<input type="checkbox"/> Pacesetter	_____
<input type="checkbox"/> Heritage Center	_____
<input type="checkbox"/> PIF Endowment/Heritage Garden	_____
<input type="checkbox"/> Grants & Scholarships Fund	_____
<input type="checkbox"/> Sweetheart	_____
<input type="checkbox"/> Pilot Walk	_____
<input type="checkbox"/> BrainMinders	_____
<input type="checkbox"/> BRD Research	_____
<input type="checkbox"/> Project LifeSaver	_____
<input type="checkbox"/> Other Event	_____

Completed original application and four copies must be sent to the District PIFF Representative by **October 8**. Also, send a **copy** to the District Governor. The District PIFF Rep. upon approval sends the original to PI Headquarters by **October 15**.

**Only properly completed and signed applications
will be sent to members of the
PI Grants Committee by Headquarters staff.**

EMERGENCY RESPONSE GRANT REVIEW CHECKLIST

COMPLETE AND SEND WITH APPLICATION

NAME OF CLUB: _____ DISTRICT _____

	<u>CLUB PI Rep</u>	<u>DIST PI Rep</u>
1. Application timeline/deadline has been met	_____	_____
2. Club/District is current on all previous grant evaluations	_____	_____
3. Name of monitoring agency and a verification/participation agreement is included.	_____	_____
4. Copy of Presentation is attached IF applicant indicated presentations will be made on question I.	_____	_____
5. Information detailing the scope of the project is included.	_____	_____
6. Evaluation plans are outlined: a. The evaluation method has been detailed b. The evaluation plan covers the appropriate time period	_____ _____	_____ _____
7. Copy of press release attached	_____	_____
8. Grant Agreement Form has been read and signed	_____	_____
9. Originals and attachments are complete and four copies are included	_____	_____

Club President: _____ Date: _____

Club PIFF Representative: _____ Date: _____

District Representative: _____ Date: _____

Recommendations and/or comments by the District PIFF Representative:

PILOT INTERNATIONAL FOUNDATION GRANT AGREEMENT

To be signed by the Club President and Club Contact:

Pilot International Founders Fund is organized and operated exclusively for charitable, educational or scientific purposes and thus is an exempt organization under Section 501(c)(3) of the Internal Revenue Service Code. Therefore PIFF is required by the Internal Revenue Service to keep an on-going record of how grant monies are spent.

In order to enable the Founders Fund to comply with Internal Revenue Service requirements the Club President and Club Contact must agree to the following responsibilities:

1. The grant funds must be used as originally specified in the approved grant proposal. Any grant funds not used for the stated purpose must be returned immediately to Pilot International Founders Fund. If there are any excess funds half must be returned to PIFF immediately.
2. An annual Grant Evaluation Form must be completed and returned to Pilot International postmarked within one year of receipt of grant funds.
3. Any Pilot Club receiving grant funds from PIFF must keep records of receipts and expenditures of those grant funds and will make the books and records available to the Pilot International upon request.
4. A full accounting of the proper use of the grant funds must be included with the final Grant Evaluation Form. Please include any invoice, receipts, or copies of checks.
5. Pilot International Founders Fund 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 Founders Fund grant funds may not be disbursed to any organization that discriminates on the basis of sex, race, or national origin. All Pilot Clubs must ascertain that the organizations with which they use PIFF grant funds have made public their policy not to discriminate on this basis. Any Club found to be in violation of this policy will be required to request the return of these funds immediately and forward them back to PIFF.

We have read the above requirements regarding Pilot International Founders Fund grant funds, and agree to comply with each of these requirements.

PLEASE PRINT

Pilot Club Name _____ District: _____

President: _____ Signature: _____

Club PIFF Rep: _____ Signature: _____

Statement of grant fund usage _____

