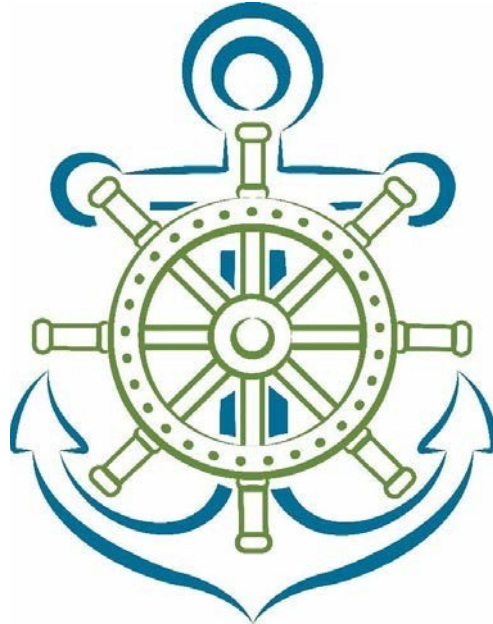




## PILOT INTERNATIONAL FOUNDERS FUND MATCHING GRANT APPLICATION



**Our Mission:** Pilot International transforms communities by: developing youth, providing service and education, and uplifting families.

**Distribution Instructions:**

**Club/District:** Send your completed application to the Pilot International Founders Fund District Representative prior to submitting your application to Pilot International Headquarters (PIHQ). Once approved submit one (1) copy of the application to PIHQ. Application and attachments with electronic signatures may also be emailed. Approval/denial letters and funding will be mailed to Club or District address listed below.

District PIFF Rep. Information:	Club/District Information:
Club/Dist. PIFF Rep Name:	Club/District Name:
Address:	Address:
City:	District:
Daytime Phone:	Daytime Phone:
Email Address:	Total Club/District Membership:
	Name of the Following
Club President:	
Club or District PIFF Representative:	
District Governor (For District applications only)	



<b>Who Can Apply: Pilot Clubs, Anchor Clubs or Districts</b>	
<b>This packet contains:</b>	
Grant Application Timetable	Grant Application Responsibilities
Matching Grant Application Process	Matching Grant Worksheet
PIFF Matching Grant Submission Info	Scoring Factors
Grant Application Categories	Application Checklist
Grant Eligibility Requirement	Application Agreement
<b>PIFF Matching Grant Application Timetable</b>	
<b>October 15</b>	Postmark/Timestamp deadline for grant applications to be sent via mail or email to headquarters.
<b>January 31</b>	Checks for approved grants are mailed and notices of denial are sent
<b>October 31</b>	Grant Evaluation due to headquarters nine months after grant is approved.
<b>PIFF Matching Grant Application Process</b>	
<b>Step One</b>	Completed applications are mailed or emailed by the to PIHQ by the due date. Once PIHQ staff receives applications, they will be uploaded to A secure Google for Grant Committee review.
<b>Step Two:</b>	Each Grants Committee member review the applications and assigns each a "score" or numerical value based on Scoring Factors listed on pg. 9
<b>Step Three:</b>	After review of all grants, the Grants Committee will compile a final ranking which includes the dollar amount requested. This will be forwarded to the Executive Committee for approval of awards. This decision is based on the funds available from donations to the Goal for Grants and Scholarship.
<b>PIFF Matching Grant Submission Information</b>	
<b>Mail:</b>	Pilot International 102 Preston Ct. Macon, GA 31210
<b>Email:</b>	lia@pilothonq.org
<b>Fax:</b>	(478) 477-6978
<b>Emergency Response Grant Application can be obtained from:</b> <a href="http://www.pilotinternational.org">http://www.pilotinternational.org</a> or Pilot Headquarters 478-477-1208 x 304	

**Applicants are notified by January 31<sup>st</sup> if their project has been funded as well as when checks will be issued.**



## Grant Application Categories

Please determine which of the ABC's of Pilot is the category for which your grant request is most qualified and complete the grant request according to the specifications of that category.

### Anchors Youth Development & Leadership

The purpose of Pilot's service is to be fully committed to the promotion and encouragement of Youth Development & Leadership, especially through our Anchor Clubs.

Anchors -Youth Development & Leadership may include but are not limited to:

- Create, promote, support and sustain quality program service initiatives in our Anchor Clubs.
- Leadership Development opportunities for Anchor Clubs.

### Brain Safety & Fitness

The purpose of Pilot's service focus is to promote awareness of Brain Safety & Fitness and to improve the lives of those affected through education, prevention programs, volunteer activities, financial support and research.

Brain Safety & Fitness may include, but are not limited to:

- Prevention of Traumatic Brain Injuries (TBI): Head injuries caused by accidents
- BrainMinders: Keeping brains safe
- Safety Fairs & Bicycle Rodeos
- Healthy Lifestyle Programs to keep brains safe (healthy eating, drug/alcohol awareness, exercise)

### Caring for Families in Times of Need

Caring for Families in Times of Need may include but are not limited to:

- Pick Me Ups to support Community Caregivers (i.e. Caregiver Recognition Luncheon with special speaker or by recognizing a group of Caregivers at a specific location)
- Provide equipment for Assisted Living or Hospice Facility Emergency and Response Providers
- Support of any program that helps families in need.
- Develop a program to kick off International Care and Kindness Week.
- Sponsor a weekly respite club for caregivers in the community.
- Support of Traumatic Brain Injury camps.



## GRANT ELIGIBILITY REQUIREMENTS

### APPLICATION IS INELIGIBLE IF:

1. Grant applications for individual/personal needs are requested. Projects must benefit a minimum of five (5) or more people. Scholarships, tuition, camper's fees, or any educational or registration fees will not be eligible.
2. Applications for administrative, capital, or operating expenses are requested. Pilot International Founders Fund defines administrative costs as salaries; operating expenses such as on-going costs for utilities; and capital expense such as building construction and/or major structural improvements. Capital improvements for which funding is allowed include: removal of architectural and structural barriers, ramps, boat ramps, recreational equipment accessible to people with disabilities, and items that provide shade or protection from the elements.
3. The Grant Agreement form is not properly signed.
4. Project has been completed. This is not a grant to be used for reimbursement.
5. A PROPOSED publicity release (mentioning the Pilot International matching grant) is not submitted.
6. If grant funds are intended to be used for influencing legislation or for participation in any political activity on behalf of or in opposition to any candidate or cause, etc.
7. Any organization discriminates on the basis of sex, race, national origin, sexual orientation, religion, age, or disability. All applicants must ascertain that the organizations with which they use Pilot International Founders Fund grants have made public their policy not to discriminate on this basis. Applicants found in violation of this policy will be required to request the return of these funds immediately, and must forward them to Pilot International Founders Fund upon receipt.

### Funding Policies

1. 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 Founders Fund within 12 months of receiving grant funds. Pilot International Founders Fund will only match the cash amount contributed to the project by the applicant. Grant requests must be rounded down to the nearest even dollar.
2. The maximum grant available to each club or district per year is \$5,000. Clubs or districts may each submit only one application. Funding for on-going projects shall be limited to three years. Years do not have to be consecutive. First year funding will be 50% matching up to \$2,500. Funding will be limited to 50% of the original request for the second year and 25% of the original request for the third year.



## Pilot International Founders Fund Matching Grant |5

<b>Example:</b>	<b>1<sup>st</sup> Year:</b>	<b>Club - \$2,500</b>	<b>PIFF - \$2,500</b>
	<b>2<sup>nd</sup> Year:</b>	<b>Club - \$1,500</b>	<b>PIFF - \$1,500</b>
	<b>3<sup>rd</sup> Year:</b>	<b>Club - \$1,000</b>	<b>PIFF - \$1,000</b>

### APPLICANT RESPONSIBILITIES

1. Be sure to complete the checklist. The attached checklist must be completed and included with the application.
2. Grants will be awarded only to active Clubs or Districts whose applications meet the qualifications for Pilot International funding. Any Club or District with a past due evaluation on a previous grant will not be given another grant until all evaluations have been submitted.
3. Clubs or District Applicants must have contributed in some way to one or more of the Founders Fund programs (Annual Goal for Scholarship & Grants, memorials, Yellow Rose, etc.) in the year in which they are applying for a grant, to be eligible for a grant.
4. Participation by the membership is required of any project receiving a grant. Fundraising is **not** considered to be involvement. Club participation must be 50% or more unless prohibited by the project. If it is not possible for the club to volunteer at the agency or facility receiving funding, an explanation **from the agency or facility must be included for a waiver to be given** by the Grants Committee.
5. All plaques mounted at the completion of a project (over doorways, water fountains, etc.) should have Pilot International Founders Fund on the plaque along with other contributors/sponsors.
6. Clubs/Districts that do not use the grant funds as originally specified in this grant proposal, or do not adequately document the use of such funds on the evaluation forms with copies of checks and/or letters from the third party receiving such funds, will be required to return the grant in full to Pilot International Founders Fund.
7. Clubs/Districts receiving Pilot International Founders Fund grant funds must provide a final report to Pilot International postmarked no later than nine months after the grant is awarded. The items required in this report will be revised periodically as required by changes in IRS and/or accounting requirements. If this report is not received within 30 days of the above deadline, the Club will be asked to return the funds immediately. Clubs completing their projects earlier may submit the final report upon completion.
8. If grant funds remain after original budget is satisfied, the remaining funds must be returned to Pilot International immediately with a final accounting for the use of the funds received. Or, Clubs/Districts may submit a written letter of explanation and intent for use of the remaining funds to the Founders Fund Specialist, who may amend the grant and allow the Club/District to spend the remaining funds as long as the original purpose remains the same. Staff will submit letter to the Grant Committee Chair for approval.



## GRANT APPLICATION INSTRUCTIONS & AGREEMENT

**Items are being requested throughout the application. Typed attached items are preferred but neatly and legibly handwritten documents will be accepted. Be sure each page is labeled with the correct corresponding number and that the Club/District name is on each page.**

The purpose of the grant application form is to provide an easily understood format for clubs/districts to give a brief statement about their project. The application is divided into six sections, which are listed below, along with instructions for completing each section. **Basic information must appear on the application form.** If necessary, use extra pages to supply additional and/or more in-depth information. When using extra pages, use the same headings that appear on the application form. Mail or Email the application. Please **detach** these instructions and the "Grant Policies" and **retain** them for your records prior to sending your application. Always keep a copy for your club or district.

### **ITEM 1 - PROJECT (100 Words or Less)**

Provide the name and/or a brief description of your project. Example: "Providing bicycle helmets for children who may not otherwise have them." State the number of people expected to benefit from the project each year. **THIS INFORMATION MUST BE INCLUDED ON THE WORKSHEET ON PAGE 11.**

### **ITEM 2 - TOTAL ITEMIZED BUDGET**

Total amount needed for project: Estimate the total amount of funds your project will require. Attach itemized budget of expenditures and revenue for the project. Budget must include specific items with individual costs as well as vendor information.

Cash amount contributed by the Club or District must be included in your total budget. Pilot International Founders Fund will only match the cash amount up to \$5,000 contributed to the project. The maximum available for any project is fifty percent (50%) of the total cost of the project rounded down to the nearest even dollar.

### **ITEM 3 - PROJECT NARRATIVE SUMMARY**

In 300 words or less describe the anticipated impact of this project on the club/district and community and its primary purpose in the furtherance of the mission and vision of Pilot International. Include anticipated number of service hours and anticipated number of club/district members involved for the completion of the project.

### **ITEM 4 - EVALUATION**

Explain how the effectiveness of the project will be measured. Select methods that fit the project and its goals and that can be used to measure progress in a meaningful way.

Decide at the beginning of the project who will be responsible for the evaluation, and for collecting all necessary records pertaining to the expenditure of the grant funds.

At least two of the following should be included in the evaluation:

- Pictures
- Clippings of media coverage
- Social Media



## **Pilot International Founders Fund Matching Grant |7**

**NOTE:** Founders Fund policies and IRS regulations require evaluations of all projects that receive grants.

### **ITEM 5 - PUBLICITY**

Include PROPOSED press releases the Club or District plans to send to newspapers, television stations, and/or radio stations, Facebook (both clubs and district) and any other social media when the grant is funded. List all media you will be contacting about your project.

**The press release must include a statement that is a matching grant from Pilot International Founders Fund. If no Press Release is included the grant will be DENIED.**

### **ITEM 6 -PIFF SUPPORT**

How the applicant participated in Founders Fund programs\_–Listed on application page (Contributed to goals for grants and scholarships)



**PILOT INTERNATIONAL FOUNDERS FUND MATCHING GRANT WORKSHEET**

*Label each Attachment accordingly*

<b>ITEM 1</b>	<b><u>PROJECT</u></b>		
	Project Name:		
	Project Description:		
	Is the project an on-going project funded by PIFF?	Yes	No
	If yes, what year are you applying for? (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	(indicate the appropriate year below)	
	1 <sup>st</sup> Year Amount Requested/Awarded		
	2 <sup>nd</sup> Year Amount Requested/Awarded		
	3 <sup>rd</sup> Year Amount Requested/Awarded		
	How many years until completion?		
	Estimate number of people to benefit from the project annually		
<b>ITEM 2</b>	<b><u>TOTAL ITEMIZED BUDGET</u></b>		
	Attach an itemized Grants Project budget including expenditures and revenue. Please list specific items and individual costs.		
	Founders Fund Grant Request (\$)	\$	
	Club or District Cash Contribution (\$)	\$	
	Total Project Amount (Grant & Contribution)	\$	
<b>ITEM 3</b>	<b><u>PROJECT NARRATIVE SUMMARY</u></b>		
	<b>In 300 words or less describe the impact of this project on the club and community.</b>		
<b>ITEM 4</b>	<b><u>EVALUATION</u></b> - Describe how information on project progress and results will be obtained and reported, and by whom.		
	Check any of the following that are included in the evaluation. Evaluations must include at least two of the following along with samples where timing allows.		
	Media Articles		Social Media
			Pictures
<b>ITEM 5</b>	<b><u>PUBLICITY</u></b>		
	Include <b>PROPOSED</b> press releases and web posts the Club or District plans to send to newspapers, television stations, and/or radio stations when the grant is awarded. List all media you will be contacting about your project. <b>IF NO PRESS RELEASE IS INCLUDED—GRANT WILL BE DENIED</b>		
<b>ITEM 6</b>	<b><u>PIFF SUPPORT</u></b> - how the applicant participated in Pilot International Founders Fund programs during the past year. <i>Check all that apply.</i>		
<b>Date</b>	<b>Program</b>	<b>Date</b>	<b>Program</b>
	Grants & Scholarship Fund		Heritage Garden
	Yellow Rose		Dreams Ahead – <i>Anchor Scholarship</i>
	BrainMinders		Endowment
	Pick Me Up Grant		
<b>PIFF Specialist: Copy of verified donor record must be signed and attached to Grant application</b>			

**Scoring Factors (range of point values) Points (Total of 100 possible)**





# Points	Scoring Category
<b>0-5</b>	<b>NUMBER OF PEOPLE AFFECTED:</b>
0	0-4 people
1	5-25 people
2	26-50 people
3	51-75 people
4	76-99 people
5	100 or more
<b>0-10</b>	<b>TOTAL ITEMIZED BUDGET</b>
<b>0-20</b>	<b>PROJECT NARRATIVE SUMMARY</b>
	Higher points are given for a project started, planned, and implemented by a Club/District. Also points are allotted if the applicant has worked to involve other community interests (such as other clubs, civic groups, public safety or health agencies, etc.) in the project. Low points would be given if the club or district has not taken an active part in the project, but is simply acting as a funding source, and asking the same of the Founders Fund.
<b>0-10</b>	<b>EVALUATION</b>
	This section is worth a total of 10 points. If 2 methods are checked and sufficiently explained then +10 points. Score 5 points if one is checked and explained. Score 0 points if no explanation included.
<b>0-15</b>	<b>PUBLICITY/VISIBILITY</b>
	Visibility of Clubs or Districts, PI/Pilot International Founders Fund (publicity)
	Demonstrate a good plan for obtaining recognition or publicity (i.e. newspaper articles, logos on printed materials, plaques, etc.; Strong educational component.
	Create an awareness of Anchors: Youth Development & Leadership, Brain Safety, & Fitness, or Caring for Families in Times of need through newspaper articles, other media, flyers, conferences, etc.
	There are 4 types of media: print, radio, tv, and social media/internet.
+15	If all four types are listed and Press Release is included.
+10	If three types are listed and Press Release is included.
+8	If two types are listed and Press Release is included.
+6	If one type is listed and Press Release is included.
+5	If none are listed and Press Release is included.
0	If none are listed and NO Press Release is included.
Request is denied	IF NO PRESS RELEASE IS INCLUDED, REQUEST IS DENIED
<b>0-10</b>	<b>PIFF SUPPORT</b> –how the applicant participated in Pilot International Founders Fund programs during the past year.
<b>0-10</b>	<b>PROJECT 100% BRD</b>
<b>0-10</b>	<b>CLUB INVOLVEMENT</b>
<b>0-10</b>	<b>PRESENTATION OF APPLICATION</b>
	The applications are scored and ranked by the Grants Committee



**Pilot International Founders Fund Matching Grant |10**

**CHECKLIST REVIEW :**

- ◆ **Application timeline has been met**
- ◆ **Club/District has no overdue evaluation reports**
- ◆ **Application and checklist are completed**
- ◆ **Item 1 – PROJECT has been named and clearly explained**
- ◆ **Item 2 – TOTAL ITEMIZED BUDGET of project is included**
- ◆ **Item 3 – PROJECT NARRATIVE SUMMARY is included**
- ◆ **Item 4 – EVALUATION plans are outlined; evidence is due 9 months after receipt of grant funds**
- ◆ **Item 5 – PUBLICITY is outlined and a copy of the proposed press release is attached**
- ◆ **GRANT AGREEMENT FORM HAS BEEN READ AND SIGNED**




**Pilot International Founders Fund Matching Grant Agreement**

*To be signed by the Club or District President and Treasurer:*

**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 PI is required by the Internal Revenue Service to keep an on-going record of how grant monies are spent.**

**In order to enable PI to comply with Internal Revenue Service requirements the Club President and Club Treasurer 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. If there are any excess funds half must be returned to PI 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 PI must keep records of receipts and expenditures of those grant funds and will make the books and records available to PI 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 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 that discriminates on the basis of sex, race, or national origin. All Pilot Clubs must ascertain that the organizations with which they use PI 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 PI.

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

**PLEASE PRINT**

**Pilot Club Name** \_\_\_\_\_ **District:** \_\_\_\_\_

**President/Governor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Club/District Treasurer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Statement of Grant Fund Usage** \_\_\_\_\_