



PILOT INTERNATIONAL FOUNDERS FUND MATCHING GRANT APPLICATION



Our Mission:

Pilot International’s mission is to influence positive change in communities throughout the world. To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.

Submission Instructions:

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

District PIFF Representative Information:	Club/District Information:
Club/District PIFF Representative Name:	Club/District Name:
Address:	Address:
City/State/Zip Code:	District:
Daytime Phone:	Daytime Phone:
Email Address:	Total Club/District Membership:
Club President:	
Club or District PIFF Representative:	
District Governor (For District applications only):	
Name of individual responsible for evaluation (who will gather evaluation information and submit grant evaluation form):	



Pilot International Founders Fund Matching Grant | 2

Who Can Apply: Pilot, Anchor, Compass Clubs or Districts	
This packet contains:	
Grant Application Timetable	Grant Application Responsibilities
Matching Grant Application Review Process	Matching Grant Worksheet
PIFF Matching Grant Submission Information	Scoring Factors
Grant Application Categories	Application Checklist
Grant Eligibility Requirement	Application Agreement
PIFF Matching Grant Application Timetable	
October 15	Postmark/Timestamp deadline for grant applications to be sent via mail or email to headquarters.
January 31	Checks for approved grants are mailed and notices of denial are sent
October 1	Grant evaluation form due to headquarters the following October 1 after grant is approved.
PIFF Matching Grant Application Review Process	
Step One:	Completed applications are mailed or emailed to PIHQ by the due date (October 15). Once PIHQ staff receives applications, they will be uploaded to a secure Google site for Grant Committee review.
Step Two:	Each Grants Committee member reviews the applications and assigns each a score or numerical value based on Scoring Factors listed on page 9
Step Three:	After review of all grant applications, the Grants Committee will compile a final ranking including the dollar amount requested, which will be forwarded to the Executive Committee for approval of awards. The decision is based on the funds available from donations to the Goal for Grants and Scholarship.
PIFF Matching Grant Submission Information	
Mail:	Pilot International 102 Preston Ct. Macon, GA 31210
Email:	piffgrants@pilothonq.org
Fax:	(478) 477-6978
Emergency Response Grant Application can be obtained from: http://www.pilotinternational.org or Pilot Headquarters 478-477-1208 x 304	

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



Grant Application Categories

Please determine which category is most appropriate for your grant request and complete the grant request according to the specifications of that category.

Brain Safety & Health

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

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

- Prevention of traumatic brain injuries (TBI): Head injuries caused by accidents.
- Brain Minders: Keeping brains safe.
- Safety fairs & bicycle events.
- Healthy lifestyle programs to keep brains safe (healthy eating, drug/alcohol awareness, exercise).

Supporting Those Who Care for Others

Pilots engage in numerous activities to emphasize and encourage kindness and caring for those who care for others in their time of need.

Caring for those who provide care to others may include but are not limited 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 promote or observe International Care and Kindness Week.
- Sponsor a respite club for caregivers in the community.
- Support of traumatic brain injury camps.

STEAM (Science, Technology, Engineering, Arts & Math) - Related Projects

Pilot service focuses not only on brain safety & health, but also on brain development as an additional educational component. STEAM related projects provide a new approach, tool or technology to support K-12 or undergraduate STEAM education.

STEAM projects may include, but are not limited to:

- Providing STEAM room or STEAM bins, which provide educational, hands-on makerspace-style activities and experiences for students.
- Sponsoring hands-on STEAM- Ex: garden science, community art, technological activities, or engineering challenges.
- Hosting or supporting an annual STEAM; fine arts or math & science festival.



Pilot International Founders Fund Matching Grant | 4

- Working with schools to bring in a STEAM professional speaker.
- Hosting or partnering to support a STEAM summer camp.

APPLICATION IS INELIGIBLE IF:

1. Grant applications for individual/personal needs are requested. Projects benefit less than (5) or more people.
2. Scholarships, tuition, camper's fees, or any educational or registration fees will not be eligible.
3. Applications request funds for administrative, capital, or operating expenses. 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: ramps, boat ramps, recreational equipment accessible to people with disabilities, and items that provide shade or protection from the elements, and removal of existing architectural and structural barriers.

4. The Grant Agreement form is not properly signed.
5. Project has been completed. This is not a grant to be used for reimbursement.
6. A PROPOSED publicity release (mentioning the Pilot International matching grant) is not submitted.
7. 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.
8. 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 PIHQ upon receipt.
9. Any Club/District with a past due evaluation form on a previous grant will not be given another grant until all evaluations have been submitted.



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/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/District per year is \$5,000. Clubs/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.

Example:	1st Year:	Club - \$2,500	PIFF - \$2,500
	2nd Year:	Club - \$1,500	PIFF - \$1,500
	3rd Year:	Club - \$1,000	PIFF - \$1,000

APPLICANT RESPONSIBILITIES

1. The attached checklist must be completed and included with the application.
2. Grants will be awarded only to active Clubs/Districts whose applications meet the qualifications for Pilot International funding.
3. Clubs/District applicants must have contributed in some way to one or more of the Founders Fund programs (Annual Goal for Scholarship & Grants, memorials, Heritage Garden, 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 in 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 the grant proposal, or do not adequately document the use of such funds on the evaluation forms with copies



Pilot International Founders Fund Matching Grant | 6

of checks and/or letters from the third party receiving such funds, will be required to return the grant in full to PIHQ.

7. Clubs/Districts receiving Pilot International Founders Fund grant funds must provide a final report to piffgrants@pilothonq.org no later than one year 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/District will be asked to return the funds immediately. Clubs/Districts 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 PIHQ immediately with a final accounting for the use of the funds received. Clubs/Districts may submit a written letter of explanation and intent for use of the remaining funds to the Founders Fund Specialist, who will submit letters of explanation to the Grants Committee and EC 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 to the Founders Fund Specialist. Please **detach** these instructions and the Grant Policies and **retain** them for your records prior to sending your application. Keep a copy for your club or district.



GRANT ELIGIBILITY REQUIREMENTS

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/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

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

ITEM 5 - PUBLICITY

Include PROPOSED press releases the Club/District plans to send to newspapers, television stations, and/or radio stations, Facebook (both Club 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 it 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



Pilot International Founders Fund Matching Grant | 8

ITEM 1	<u>PROJECT</u>		
	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 st /2 nd /3 rd)	(indicate the appropriate year below)	
	1 st Year Amount Requested/Awarded		
	2 nd Year Amount Requested/Awarded		
	3 rd Year Amount Requested/Awarded		
	How many years until completion?		
	Estimate number of people to benefit from the project annually		
ITEM 2	<u>TOTAL ITEMIZED BUDGET</u>		
	Attach an itemized grant project budget including expenditures and revenue. Please list specific items and individual costs.		
	Founders Fund Grant Request (\$)	\$	
	Club/District Cash Contribution (\$)	\$	
	Total Project Amount (Grant & Contribution)	\$	
ITEM 3	<u>PROJECT NARRATIVE SUMMARY</u>		
	In 300 words or less describe the impact of this project on the club and community.		
ITEM 4	<u>EVALUATION</u> - 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
ITEM 5	<u>PUBLICITY</u>		
	Include PROPOSED press releases and web posts the Club/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. IF NO PRESS RELEASE IS INCLUDED GRANT WILL BE DENIED.		
ITEM 6	<u>PIFF SUPPORT</u> - how the applicant participated in Pilot International Founders Fund programs during the past year. <i>Check all that apply.</i>		
Date	Program	Date	Program
	Grants & Scholarship Fund		Heritage Garden
	Pick Me Up Grant		Dreams Ahead – <i>Anchor Scholarship</i>
	BrainMinders		Endowment
Director of Founders Fund: Copy of verified donor record must be signed and attached to Grant application			



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

# Points	Scoring Category
0-5	NUMBER OF PEOPLE AFFECTED:
0	0-4 people
1	5-25 people
2	26-50 people
3	51-75 people
4	76-99 people
5	100 or more
0-10	TOTAL ITEMIZED BUDGET
0-20	PROJECT NARRATIVE SUMMARY
	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 will be given if the Club/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.
0-10	EVALUATION
	This section is worth a total of ten (10) points. If two (2) methods are checked and sufficiently explained then +10 points. Score five (5) points if one (1) is checked and explained. Score 0 points, if no explanation included.
0-15	PUBLICITY/VISIBILITY
	Visibility of Clubs/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 Brain Safety & Health, Supporting Those Who Care for Others, or STEAM-Related projects 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. IF NO PRESS RELEASE IS INCLUDED, REQUEST IS DENIED
0-10	PIFF SUPPORT –how the applicant participated in Pilot International Founders Fund programs during the past year.
0-10	PROJECT 100% BRAIN SAFETY AND HEALTH RELATED
0-10	CLUB INVOLVEMENT
0-10	PRESENTATION OF APPLICATION
	The applications are scored and ranked by the Grants Committee

CHECKLIST REVIEW:



Pilot International Founders Fund Matching Grant | 10

- ◆ **Application timeline has been met**
- ◆ **Club/District has no overdue evaluation form**
- ◆ **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 one year 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 President & Treasurer or District Governor 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, Pilot International is required by the Internal Revenue Service to keep an on-going record of how grant monies are spent. In order to enable Pilot International to comply with Internal Revenue Service requirements the Club President & Club Treasurer or District Governor & District 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 to Pilot International.
2. An annual Grant Evaluation Form must be completed and returned to Pilot International 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 PIFF 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/Districts 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/District 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 _____



SAMPLE PRESS RELEASE

**The Pilot Club of _____ Receives a Matching Grant
from Pilot International Founders Fund**

The Pilot Club of _____ received a Matching Grant from Pilot International for a project entitled, “_____.” Through this grant, the Pilot Club of _____ received \$_____ and will match this amount to fund their project to benefit _____.

Pilot International’s mission is to influence positive change in communities throughout the world. To do this we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.

Because of this grant, members of the Pilot Club of _____ were able to serve their community by (Describe event or project)

For more information about the Pilot Club of _____, please visit our club’s website at _____; or contact our President, _____, at _____. We are currently seeking new members who wish to join a great organization of friendship and service to make an impact not only in their local community, but also in the world. Also, please visit our international website at www.pilotinternational.org.

(Photos will accompany this press release.)

Email list of media outlets:

(local newspapers)

(local television station)

piffgrants@pilothonq.org

as well as the Pilot Club of _____ Facebook Page and Pilot International’s Facebook page



Pilot International Founders Fund Grant Evaluation Form

Pilot Clubs/Districts receiving PIFF grant funds must provide this final report postmarked no later than one year after grant award. If this report is not received within 30 days of the above deadline the Club/District will be asked to return the funds immediately. Clubs/Districts completing their projects earlier may submit the final report upon completion and should return any remaining funds immediately.

Pilot International 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, we are required by the IRS to keep an ongoing record of how grant funds are spent. By completing this form, you are enabling the Founders Fund to comply with this requirement. Thank you for your assistance.

Date: _____ / _____ / _____
 Club/District: _____ District: _____
 Name of Project/Program: _____
 Date Club/District received grant funds: _____ / _____ / _____ Amount: \$ _____
 Date project was started: _____ / _____ / _____ Date project was completed _____ / _____ / _____

Attach a **complete financial report** on the use of the grant funds. EXAMPLES: copies of invoices or canceled checks for supplies purchased and/or to institutions or other third-party agencies that benefited from PIFF grant funds. Also include letters of acknowledgement from any suppliers, facilities or agencies. Half of any excess funds must be returned to Pilot International Founders Fund immediately.

Please provide a brief report on how this project/program has affected the target group:

Number affected: _____
Number of members in club/district: _____ Number of members involved: _____
Describe how members were involved: _____

Describe any publicity received and enclose clippings: _____

Comments: _____

Contact (please print) _____
Signature: _____ Date: _____
Address: _____

Daytime phone: _____