

New application with new instructions and questions; read carefully.
Only Grants submitted ON THIS VERSION WILL BE ACCEPTED.

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REVISED JULY 23, 2009

Matching Grant Application

Available for:

- Charitable projects benefiting persons with brain-related disorders
- Brain Related Disorders (BRD) prevention programs
- Very Special Arts Festivals

A Pilot Club, Anchor Club or District planning a project that will benefit persons with brain-related disorders may apply for a matching grant from Pilot International Foundation using the attached application materials. This packet contains:

- *Grant Application Timetable
- *Summary of PIF Grant Eligibility Requirements
- *Instructions for Completing Application Form
- *Application Cover/Signature Page
- *Grant Application Check List
- *Grant Application Narrative
- *Grant Agreement Form

Please follow all instructions carefully and provide appropriate detailed information.

Any application without an itemized budget will not be considered.

Do not use these application materials to apply for an Emergency Response Grant. Use the Foundation/Emergency Response Grant Application that can be obtained from your PIF District Representative or Foundation Headquarters, P.O. Box 5600, Macon, GA 31208, 478-477-1208 x 310, jennifer@piloithq.org

Grant Application Timetable

October 1	Postmark deadline for grant applications to be mailed to the District PIF Representative for review and approval.
October 15	Postmark deadline for grant applications to be sent to headquarters.
January 31	Checks for approved grants are mailed and notices of denial are sent.
January 31 the following year	Grant Evaluation due to headquarters.

Brain-Related Disorders and Disabilities

- The purpose of Pilot's service focus is to promote awareness of brain-related disorders and to improve the lives of those affected -- through education, prevention programs, volunteer activities, financial support and research.
- The six general categories of brain disorders are:
 1. **Traumatic Brain Injuries (TBI):** Head injuries caused by accidents.
 2. **Developmentally Disabled:** Congenital brain disorders such as learning disabilities and mental retardation.
 3. **Chemical Dependency:** Alcohol and drug-related illnesses, including: Fetal Alcohol Syndrome, and infants born with an addiction to drugs.
 4. **Diseases which cause Dementia (loss of intellectual functions):** Alzheimer's disease, Multi-Infarct dementia, Parkinson's disease, Huntington's disease, Creutzfeldt-Jakob disease, Pick's disease, Normal Pressure Hydrocephalus.
 5. **Mental and Emotional Disorders:** Schizophrenia, chronic depression, and mental illnesses.
 6. **Other Brain Disorders:** Brain tumors, neuromuscular diseases, strokes, and disorders caused by over medication.

GRANT ELIGIBILITY REQUIREMENTS

- All grant projects must relate to problems, prevention, and/or needs of persons with brain-related disabilities or disorders.
- Sixty (60) percent or more of any group assisted by a PIF grant should be affected by a brain-related disorder or disability. This information is available from all agencies working with those with brain-related disorders/disabilities. This percentage must be stated on the grant application. This applies to special education classes, playgrounds accessible to people with disabilities, rehabilitation and nursing facilities, etc.

- Projects focusing on the prevention of brain-related disorders or disabilities are exempt from the above policies, and are eligible for PIF grants, provided:
 1. The focus of the project is aimed toward educating a target group about the direct link between a certain negative or dangerous behavior and a brain-related disorder (example: a brochure on alcohol use during pregnancy and Fetal Alcohol Syndrome), or
 2. The project involves testing a target group to establish a predisposition to a brain-related disorder (example: testing for genetic predisposition to Alzheimer's Disease), or
 3. The project will protect a target group from an event, which would probably result in a brain-related disorder in the absence of such protection (example: providing bicycle helmets for children who could possibly suffer a traumatic head injury in the event of an accident if they were not wearing protective headgear).
- Grants will be given to assist with the operational costs associated with staging *Pilot Walks for Alzheimer's and other brain-related disorders* (but will not be given to assist with the Alzheimer's Association's Memory Walks).

DISQUALIFIERS:

- Grant applications for individual/personal needs will not be considered. 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.
- Applications for administrative, capital, or operating expenses will not be considered. PIF 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.
- Grants will not be awarded after a project's completion. Grants for on-going projects may be submitted.
- Grant funds may not be used for influencing legislation or for participation in any political activity on behalf of or in opposition to any candidate or cause, etc.
- Grant funds may not be disbursed to any organization, which discriminates on the basis of sex, race, or national origin. All applicants must ascertain that the organizations with which they use PIF grant funds 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 PIF upon receipt.

FUNDING POLICIES

- 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 Foundation within 12 months of receiving grant funds. **PIF will only match the cash amount contributed to the project by the applicant. Grant requests must be rounded down to the nearest even dollar.**
- 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 except for Wii Win Program requests where the minimum is \$250.
- Funding for on-going projects shall be limited to three years. First year funding will be 50% matching up to \$5,000. Funding will be limited to 50% of the original request for the second year and 25% of the original request for the third year. Years do not have to be consecutive.
- Grants for Very Special Arts festivals may be awarded over a three-year period as follows: 1st year - up to \$750; 2nd year - up to \$500; 3rd year - up to \$250. However, such grants cannot exceed 50% of the amount needed for the project.

PILOT CLUB RESPONSIBILITIES

- Grants will be awarded only to active Clubs or Districts whose applications meet the qualifications for PIF 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.
- Clubs or Districts must have contributed in some way to one or more of the Foundation's programs (Annual Goal for Scholarship & Grants, Pacesetter, honorariums, memorials, etc.) in the year in which they are applying for a grant, to be eligible for a grant.
- Participation by the membership is required of any project receiving a grant. Fundraising is not considered to be involvement. Where possible a minimum of 1/3 of the membership must be involved in the project beyond fundraising. 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 Distribution Division. Every alternative for club member involvement should be considered. Ways of involvement include: clerical assistance, housekeeping, producing newsletters and other mailings.
- The Club President, the Club PIF Representative and the District PIF Representative must sign the grant application. *Clubs without a PIF Rep. will not be eligible for a grant.* **A copy of the application must be sent to the District Governor by the club.**
- The checklist must be completed and signed by the Club President and the District PIF Representative and included with the application.

- All plaques mounted at the completion of a project (over doorways, water fountains, etc.) should have Pilot International Foundation on the plaque along with other contributors/sponsors.
 - Pilot Clubs 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 and with copies of checks and/or letters from the third party receiving such funds, will be required to return the grant in full to PIF.
 - Pilot Clubs receiving PIF grant funds must provide a final report postmarked no later than one year after grant award. 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.
 - If grant funds remain after original budget is satisfied, submitting a written letter of explanation and intent for use of funds to Foundation staff may amend grant. Staff will submit letter to Grant Division Chair for approval.
 - Any PIF grant funds issued to a Pilot Club for use in an eligible grant project which remain unused at the completion of the project must be returned to PIF immediately with a final accounting for use of the funds received.
 - The Club Contact that is listed on page one of the application section will be responsible for all correspondence with and reporting to PIF through completion of the grant.
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GRANT APPLICATION INSTRUCTIONS

Attachments are being requested throughout the application. Typed attachments are preferred but neatly and legibly hand written documents will be accepted. Be sure page is labeled with the correct corresponding letter 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 projects. The application is divided into seven 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. Send **original application plus four copies** to the District PIF Representative no later than **October 1. Please include a large prepaid envelope for the District PIF Representative addressed to Pilot International Foundation Headquarters.** Please detach these instructions and the "Grant Policies" and retain them for your records prior to sending your application to your District PIF Representative.

I. PROJECT- 100 Words or Less ATTACHMENT A

Provide the name and/or a brief description of your project. Example: "Providing multi-sensory equipment for a nursing facility." Specify what percentages of the group benefiting from the grant are affected by brain-related disorders/disabilities. For example: "Sixty percent of the XYZ group is affected by Alzheimer's." State the number of people expected to benefit from the project each year.

II. FUNDING NEEDS BUDGET IS ATTACHMENT B

- a. 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.
- b. Cash amount contributed by Pilot Club: The Foundation will only match the cash amount contributed to the project.
- c. Amount of grant requested from the Foundation: State the amount of money requested. The maximum available for any project is fifty percent (50%) of the total cost of the project rounded down to the nearest even dollar. The maximum amount available to any club is \$5,000 per year.

III. PROJECT ACTION PLAN ATTACHMENT C

1. **Primary Purpose of Project**
 - a. Provide a short statement explaining the problem the project is addressing.
 - b. Explain how this project will influence or alleviate the problem.

2. Timeline of the Project Implementation

Prepare a timeline of all steps necessary for project implementation and completion. Include the following:

- a. Specific tasks with names and/or position that is responsible for completion.
- b. Each task must include a due date. Can be listed as month 1, 2, 3, etc.
- c. Specific list of materials, supplies, and resources needed.

3. In 200 words or less describe the anticipated impact of this project on the club and community.

IV. PILOT CLUB/DISTRICT INVOLVEMENT ATTACHMENT D

Describe the activities in which your club/district will play a part, such as volunteer service, training, and/or education. Do not include the activities of individual members that are not done on behalf of the club/district, such as service on a Board of Trustees or financial support. Where possible, **involvement, by a minimum of 1/3 of a club or district's membership in the project is required to be eligible for a PIF grant.** If your club/district cannot comply with the 1/3 minimum requirement, a letter of explanation from the agency or facility must be attached to the Grant application. Consider every alternative for direct club/member involvement; explain these conditions in the waiver request.

Fundraising is NOT considered club/district involvement.

V. EVALUATION ATTACHMENT E

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 grant funds. Make sure they are involved in every stage.

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

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

Foundation policies and IRS regulations require evaluations of all projects that receive Foundation grants. Failure to submit grant evaluations will delay future applications.

VI. PUBLICITY ATTACHMENT F

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.

VII. FOUNDATION SUPPORT

How the applicant participated in Foundation programs

APPLICATION PROCESS

Step One:

Applications are sent to the District PIF Representative, whose responsibility is to review the application for compliance with grant policies. The District Rep will notify clubs if their application is not eligible or if there are additional materials needed for submission to the Grant Division. It is the responsibility of the District PIF Rep to thoroughly evaluate all applications before submission to headquarters. If headquarters receives incomplete applications they will not be forwarded to the Grant Division for consideration. The District Representative has been trained in writing grant applications and may also make suggestions to the club on strengthening their application.

Step Two:

Those applications approved by the District PIF Representatives are sent to PIF Headquarters for a preliminary review. Once applications are complete a numbered set of grant applications are sent to each member of the Grants Distribution Division.

Step Three:

Each Division member reviews grant applications and assigns each a "score" or numerical value based on the following priorities and scoring factors according to the PIF mission:

There are 20 possible points in this section:

Category One: Direct Physical/Mental/ Therapeutic Improvement

Projects that have a direct physical, mental/ therapeutic, impact on individuals such that there are measurable improvements in their quality of life through the development of communication skills, motor skills, physical health or cognitive development. Examples: physical and/or occupational therapy equipment, music and/or art therapy, specially equipped computers, parent/caregiver training.

Category Two: Improvement in Agency Service/Client Comfort

Projects that enable agencies to improve education and training. Capital equipment, which will provide better service or comfort to their clients. Examples: dishwashers, washing machines, furniture, computers for staff use, vans for client transportation, adult respite care, BRD seminars.

Category Three: Prevention

Projects that work for the prevention of brain injuries or brain-related disorders and disabilities. Examples: bicycle safety programs, educational brochures, drug awareness, etc.

Category Four: Recreational Activities

Recreational activities which will be enjoyable for a targeted brain-related population. Examples: parties, craft supplies, Very Special Arts, camping equipment, playground equipment, etc.

Category Five: Pilot Walks

Funding of Pilot Walks for Alzheimer's and other brain-related disorders.

Category Six: Other

If the community has a need other than what has already been described.

Category Seven: Wii Win Program

Additional weighted factors taken into consideration by the Division are:

- Ability to cause significant improvement in quality of life.
- Visibility of Pilot Club or of the needs of those with brain-related disorders.
- The number of people affected or benefiting from the project.
- The presentation of the application.
- Level of involvement by the Pilot Club, including club initiative.
- Adherence to procedural requirements by the submitting club.

Scoring Factors (range of point values)

Points (Total of 80 possible)

0-15 Publicity/Visibility:

Visibility of Pilot Club, Foundation (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-related disorders and those affected by them, through newspaper articles, other media, flyers, conferences, etc.

There are 4 types of media: print, radio, tv, and web.

If all four types are listed and Press Release is included score +15

If three types are listed and Press Release is included score +10

If two types are listed and Press Release is included score +8

If one type is listed and Press Release is included score +6

If none are listed and Press Release is included score +5

If none are listed and NO Press Release is included score 0, request is denied

If no Press Release is included, request is denied

0-5 Number of people affected:

0-4 people 0 points

5-25 people- 1 point

26-50 people- 2 points

51-75 people- 3 points

76-99 people- 4 points

100 or more- 5 points

0-10 Project is Brain-Related:

To be given if the target group for the project is comprised of people affected by brain-related disorders. Awarded on the following scale:

<60% 0 points

60% 5 point

70% 6 points

80% 7 points

90% 8 points

100% 10 points

Prevention 10 points

0-10 Presentation of Application

Application typed or neatly printed. The application is easy to follow and attachments are clearly identified

0-10 Involvement of Pilot Club

How members will be involved **EXCLUDING** fundraising. If a project is not suitable for volunteers a **WAIVER** is required. A set value of 3 is given. The club could still be involved with the agency through parties, publicity, and other volunteer activities and receive up to the maximum 7 points. Higher points are given for member involvement above 1/3 of membership.

0-10 Club Initiative:

Higher points are given for a project started, planned, and implemented by a Pilot Club. Also, points are allotted if the club 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 Pilot Club has not taken an active part in the project, but is simply acting as a funding source, and asking the same of the Foundation.

0-10 Budget

Immediate disqualification if itemized budget is not attached.

Budget must be itemized and include names of contractors/vendors.

0-10 Evaluation

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.

When application has been given a score, the Division members send their scores to headquarters where the scores are averaged and applications are listed in order. The Division then holds a conference call to discuss the applications and ensure that each member agrees with the final rankings.

Step Four:

Once the Division members have agreed to a final ranking of grant applications, the list is sent to the Board of Trustees. The Trustees review the list, and based on the funds available from the Foundation and the recommendations of the Grants Division, award the actual grant amounts. The clubs are then notified and checks are sent to each to be used for their project.

Additional information on any step of this process may be obtained from PIF Headquarters.

PILOT INTERNATIONAL FOUNDATION GRANT APPLICATION
(for grants other than Emergency Response)

TO: Pilot International Foundation
P.O. Box 5600
Macon, Georgia 31208-5600

DATE: _____

Distribution Instructions:

Club: Send the following to the PIF District Representative: one (1) original of the application (Pages 1,2,3,4,5) and original attachments. **AND** four (4) sets of pages 3,4,5 with copies of attachments. Include a stamped envelope for the District Rep to forward the document to PIF Headquarters.

Send one (1) full copy to the District Governor, and include the date mailed below.

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

Contact Person's name, which is listed here, will be responsible for all correspondence with and reporting to PIF.

Contact Name: _____ Club: _____

Address: _____ District: _____

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

Daytime Phone: _____ Evening Phone: _____

email: _____

REQUIRED SIGNATURES

Approved by:

(Club application)

Club PIF Representative/Date

Club President/Date

(District application)

Governor/Date

(All applications)

District PIF Rep/Date

Date copy of application was sent to District Governor: _____

FOR PIF HEADQUARTERS USE ONLY: Fiscal Year: _____

Date Received _____ Application # _____

GRANT REVIEW CHECKLIST
COMPLETE AND SEND WITH APPLICATION
Club President must date and sign where indicated below.

NAME OF CLUB/DISTRICT: _____

	<u>CLUB PIF REP</u>	<u>DISTRICT PIF REP</u>
1. Application timeline/deadline has been met	_____	_____
2. Club/District has NO OVERDUE evaluation reports.	_____	_____
3. Application is appropriately signed	_____	_____
4. Project has been named and/or clearly explained ATTACHMENT A	_____	_____
5. An itemized budget of the project is attached ATTACHMENT B	_____	_____
6. Amount to be contributed by Pilot Club is listed	_____	_____
7. Project Action Plan is included ATTACHMENT C	_____	_____
8. The involvement by club/district members is detailed ATTACHMENT D	_____	_____
9. Evaluation plans are outlined ATTACHMENT E	_____	_____
10. Publicity is outline and copy of press release attached ATTACHMENT F	_____	_____
11. Grant Agreement Form has been read and signed	_____	_____
12. Originals and attachments are completed and four sets are included	_____	_____

Club President's Signature _____ Date _____

Club PIF Representative's Signature _____ Date _____

District Representative's Signature _____ Date _____

Recommendations and/or comments by the District PIF Representative:

FOR PIF HEADQUARTERS USE ONLY: Fiscal Year: _____	
Date Received _____	Application # _____

Category placement choice (check only one):

- Direct Physical/Mental/Therapeutic Improvement
- Improvement in Agency Service/Client Comfort
- Prevention
- Recreational Activities
- Pilot Walks
- Other
- Wii Win Program

I. PROJECT In **100 words** or less (Give brief name and/or description. Project must involve persons with brain-related disorders and/or disabilities resulting from brain disease or trauma, or the prevention of brain-related disorders/disabilities.)

LABEL PROJECT DESCRIPTION AS ATTACHMENT A

- A. Is the project an on-going project funded by PIF? Yes _____ No _____
 If yes, what year are you applying for? (1st, 2nd, 3rd) _____
 How many years till completion? _____
- B. Percentage of persons with brain-related disorders/disabilities who benefit from the project: _____
At least 60% of any group benefiting from this project must be affected by BRD. This does not apply to prevention projects.
- C. Estimate number of people to benefit from the project annually. _____

II. FUNDING NEEDS

The following section pertains **ONLY** to the part of the project to be provided by PIF funds.

- A. Total amount needed for project: \$ _____ (Round to down to nearest dollar amount)
 Name and Office of club member responsible for financial reporting:

- B. **Attach an itemized budget including expenditures and revenue. Please list specific items and individual costs and list names of contractors or service providers.** Please do not send your club's annual budget.

LABEL BUDGET AS ATTACHMENT B

- C. Cash amount contributed by Pilot/Anchor Club/District: \$ _____
- D. Amount of grant requested from the Foundation: \$ _____

III. PROJECT ACTION PLAN-

1. Primary Purpose of Project

- a. Provide a short statement explaining the problem the project is addressing.
- b. Explain how this project will influence or alleviate the problem.

2. Timeline of the Project Implementation

Prepare a timeline of all steps necessary for project implementation and completion. Include the following:

- a. Specific tasks with names and position that is responsible for completion.
- b. Each task must include a due date. Can be listed as month 1, 2, 3, etc.
- c. Specific list of materials, supplies, and resources needed.

3. In 200 words or less describe the impact of this project on the club and community.

LABEL ACTION PLAN AS ATTACHMENT C

IV. PILOT CLUB/DISTRICT INVOLVEMENT

Total Membership: _____

Members involved in project _____ (1/3 of club must be involved, EXCLUDING fundraising, during the year or **attach official waiver request by agency**)

Thoroughly explain how members will be involved:

LABEL INVOLVEMENT AS ATTACHMENT D

V. EVALUATION - Please describe how information on project progress and results will be obtained and reported, and by whom.

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

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

Foundation policies and IRS regulations require evaluations of all projects that receive Foundation grants. Failure to submit grant evaluations will delay future applications.

LABEL EVALUATION AS ATTACHMENT E

VI. 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.

LABEL PUBLICITY AND PRESS RELEASE AS ATTACHMENT F

VII. FOUNDATION SUPPORT- how the applicant participated in Foundation programs

Check all that apply.

Program	Date	Program	Date
___ Pacesetter	_____	___ Heritage Center	_____
___ PIF Endowment/Heritage Garden	_____	___ Grants & Scholarships Fund	_____
___ Sweetheart	_____	___ Pilot Walk	_____
___ BrainMindors	_____	___ BRD Research	_____
___ Project LifeSaver	_____	___ Other Event	_____

Pilot International Grant Agreement

To be signed by the Club President and Club Contact:

Pilot International Foundation 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 PIF is required by the Internal Revenue Service to keep an on-going record of how grant monies are spent.

In order to enable the Foundation 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 Foundation. If there are any excess funds half must be returned to PIF immediately.
2. An annual Grant Evaluation Form must be completed and returned to Pilot International Foundation postmarked within one year of receipt of grant funds.
3. Any Pilot Club receiving grant funds from PIF must keep records of receipts and expenditures of those grant funds and will make the books and records available to the Foundation 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 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 Foundation 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 PIF 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 PIF.

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

PLEASE PRINT

Pilot Club Name _____ District: _____

President: _____ Signature: _____

Club Contact: _____ Signature: _____

Statement of Grant Fund Usage _____
