

2015-16 Anchor Leadership Grant Application and Instructions

Guidelines:

For 2015-16, Pilot International will provide up to \$500 per Anchor District (or Pilot District if no Anchor District exists) for Anchor Leadership and Development projects and activities that directly benefit Anchor members in the area of leadership. These can include Freedoms Foundation Conference, CARE International Conference and/or other youth development opportunities for Anchor members as approved by PI.

Funding Policies:

1. Anchor Leadership Development Grants will be provided to each district to use toward expenses for Anchor member attendance at approved programs or conferences or to pay for expenses associated with other leadership activities as approved.
2. Grant funds will be mailed to the District Treasurer no later than 45 days after receiving and approving the Grant proposal.

District Responsibilities:

1. The proposal is to be jointly discussed and planned by the Pilot DAC and Pilot District Anchor Coordinator, and Anchor District Officers (if applicable).
2. Grants will be awarded to Pilot Districts whose proposal is in accordance with the desired program 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 funds must be returned to PI immediately** with a final accounting of how the funds were used at the completion of the project or program.

Anchor Leadership Grant Proposal

**DEADLINE TO BE RECEIVED AT PI HEADQUARTERS:
Not Less Than 45 Days Prior to Desired Program or Activity**

Date proposal submitted: _____

After completing the following Anchor Grant Proposal, email it to anchorspecialist@pilohtq.org or mail to **Pilot International Headquarters, Attention: Anchor Specialist, 102 Preston Court, Macon, GA 31210**, 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 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: _____

Anchor Leadership Grant Proposal

Deadline for sending Proposal: Not less than 45 days prior to desired program, conference or activity

_____ District

I. Name: _____

Member of the 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 should be emailed to anchorspecialist@pilothonq.org or sent to PI Headquarters **no later than 30 days after the program, conference or activity**. Be creative - create a slide show, DVD, or video of your leadership experience. The report should explain how their experience affected them and if they would recommend future Anchors to attend.

Anchor Leadership Grant Evaluation

This evaluation should be completed and returned to Pilot International Headquarters postmarked no later than thirty (30) days after the leadership experience, conference, program or activity.

Pilot International provides leadership and service opportunities to our Anchor members as a part of our mission of service and youth leadership development. 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 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 Headquarter or emailed to anchorspecialist@pilothq.org s no later than 45 days prior to desired program, activity or conference 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. 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 thirty (30) days after the leadership activity, program or conference.
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 Leadership 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 grant funds, have made public their policy not to discriminate on this basis.

We have read the above requirements regarding Anchor Leadership 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 _____