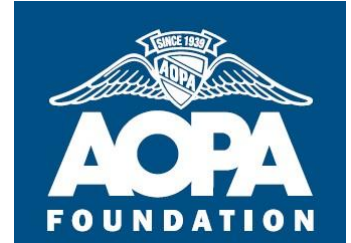


2015 Flight Training Scholarships: Letter of Intent

The AOPA Foundation will grant \$5,000 to two nonprofits offering flight training scholarships. If you are a nonprofit organization interested in applying please review the instructions below.



Step 1: Organizations seeking funds need to submit a Letter of Intent by 5pm (EASTERN) on Friday, July 24, 2015. Prior to submitting a LOI please review the eligibility requirements below:

- Applying organizations must be a 501(c)(3) nonprofit organization.
- Applying organizations must have a current IRS Form 990.
- You must use the funds provided for flight training scholarships. Any other type of scholarship/purpose is not eligible.
- Letters of Intent will be accepted only via email at Grants@AOPA.org. Mailed submissions cannot be accepted. Letters should be submitted in WORD or .PDF format.

Step 2: If your nonprofit is selected for further consideration, you will be notified the week of August 10, 2015. If you do not hear from the Foundation at that time, your proposal was not accepted.

Step 3: The 2015 recipients will be announced the week of August 17, 2015.

If you have any questions, email Grants@AOPA.org or call 301.695.2037

What should be included in the Letter of Intent?

The Letter of Intent cannot be longer than 3 pages. That is one page for the COVER PAGE and two pages for the NARRATIVE.

COVER PAGE: The first page of the Letter of Intent should contain the following information:

- Name of Organization
- Contact Person (*this person will receive all Letter of Intent correspondence*)
- Address
- Email
- Phone Number
- Organization's website/URL
- Organization's Federal Employee Identification Number (FEIN):

Also, on the first page, please answer the following questions:

- Are you a 501c3 nonprofit organization? (yes/no)
- Did you file an IRS Form 990 in 2014? (yes/no)

- If no, please explain.

NARRATIVE: On the second page and subsequent pages, please provide an overview of the scholarship program you are requesting funds for. You **MUST** answer the following questions in your narrative:

- What is the mission of your organization?
- When was your organization founded? Provide a brief history of the organization.
- Tell us more about your flight training scholarship program. Is this the first time you've offered a flight training scholarship?
 - If yes, why are you choosing to offer a scholarship? How do scholarships align with your mission?
 - If no, how many years have you been offering scholarships? How many have you awarded and for what amounts? How many students have completed their training or earned their certificates as a result of your scholarship program?

The Letter of Intent cannot be longer than 3 pages. That is one page for the COVER PAGE and two pages for the NARRATIVE.

SUBMISSION INSTRUCTIONS:

- Letters must be submitted by 5pm (EASTERN) on Friday, July 24, 2015.
- Letters will be accepted via email at Grants@AOPA.org. Mailed submissions cannot be accepted.
- Letters should be submitted in WORD or .PDF format.
- The Letter of Intent cannot be longer than 3 pages in its entirety.
- Late or incomplete submissions will not be accepted.

Questions? Email Grants@AOPA.org or call 301.695.2037