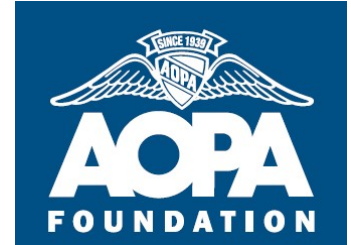


2015 Giving Back Grants: Letter of Intent

For 2015 the AOPA Foundation is changing the process for requesting grant funds.



Step 1: Organizations seeking funds need to submit a Letter of Intent by 5pm (EST) on June 1, 2015. Details on what should be included in the Letter of Intent are included below.

Step 2: The AOPA Foundation will review the Letters on Intent and will notify a select few organizations to submit a full proposal. If your nonprofit is selected, you will be notified the week of June 22. If you do not hear from the Foundation, your proposal was not accepted.

Step 3: If your nonprofit is selected to submit a full grant proposal, Foundation staff will provide the requirements and format for the proposal. The full grant proposal will be due on Tuesday, August 25.

Step 4: The 2015 Giving Back grant recipients will be announced on Friday, September 25, 2015.

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

What should be included in the Letter of Intent?

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 a 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 program/project 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.
- If awarded, how will your organization use the \$10,000 in grant funds?
- What general aviation issue or need will your proposal address?
- Are you requesting funds for general operating expenses or for a specific project?
- Do you have any other financial resources or contributors for the program/project?

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 EST on Monday, June 1, 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