MEMORANDUM FOR ALL UNIT COMMANDERS

DATE: 1 January 2016

SUBJECT: The Spaatz Association Unit Leadership Grant Program for 2016-2018

The Spaatz Association, a benevolent, charitable organization focused on leadership development in Civil Air Patrol (CAP) cadets, implemented a new Leadership Grant program for individuals and units in 2014. The purpose of these grants is to foster leadership development in CAP cadets and may be used to defray the cost of any type of leadership development activity for individuals and units. In 2014 and 2015, the program disbursed more than $50,000 in funds to deserving individuals and units.

The Spaatz Association Board of Directors has decided to continue the grant program for 2016-2018, and a copy of The Spaatz Association Unit Leadership Grant Application is enclosed.

Unit commanders (at the squadron, group, wing, or region level) wishing to apply for grants must submit an application to the Association per the grant period schedule in the table below. Applications must be scanned and uploaded, along with relevant documentation as outlined in the Application, to The Spaatz Association website ([www.spaatz.org](http://www.spaatz.org)) prior to the quarterly cutoff dates noted.

|  |  |  |
| --- | --- | --- |
| **Grant Period** | **Application Period** | **Announcement** |
| First Quarter | 1 Nov – 31 Jan | First week of March |
| Second Quarter | 1 Feb – 30 Apr | First week of June |
| Third Quarter | 1 May – 31 Jul | First week of September |
| Fourth Quarter | 1 Aug – 31 Oct | First week of December |

Unit grants will typically range from $500 to $2,500 depending on the type and scope of leadership development activity proposed, as well as validated need. Number of cadets affected by the grant is a significant decision factor.

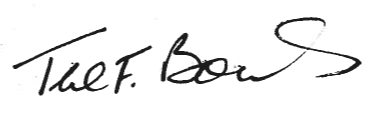
Unit grants are designed for leadership development and related activities. Grants are not intended for powered flight (including orientation flights), emergency services, nor aerospace education-related efforts UNLESS the designated activity has a direct leadership development component. For national-level grants, see the Grant Operating Guidelines available at [www.spaatz.org](http://www.spaatz.org).

The successful grant application will show CAP mission relevance and support of cadet leadership development. Typically successful grant applications also show unit “buy-in” demonstrating some level of member and unit financial support, or some funding from another source for the requested project.

Unit grants will be announced via press release and on The Spaatz Association Website as noted in the table above. Prior to grant funding, unit commanders must acknowledge the award and sign a release for funds. Additionally, unit commanders must agree to provide the Association with documentation of appropriate use of their awards, such as receipts, photos, completion certificates, or narratives of use within 90 days of expenditure of funds. Grants are intended to be used within 12 months of award date. Failure to comply with this requirement will make the unit ineligible for future Association grants.

Grants not awarded during one quarterly application period will remain on file and be reconsidered for a maximum of one year, or until the funding date (the date funds are needed by the unit) has passed, whichever is earlier.

Should you have any questions on this program, please feel free to contact the TSA Leadership Grant Committee leader, Brian Campbell (Spaatz #1219) at [grants@spaatz.org](mailto:grants@spaatz.org).



TED W. BOWLDS (Spaatz #290)   
Lieutenant General, USAF (Ret.)   
National President  
The Spaatz Association

Encl. Unit Grant Application

cc: CAP/CC

**2016-2018 Unit Leadership Grant Application**

This application, typed or legibly printed must be scanned (with original signature) and submitted to the Association via its web site ([www.spaatz.org](http://www.spaatz.org)). Applications received after the quarterly cutoff dates will be held until the next period. No paper applications will be accepted.

# Unit and Project Officer Information

Unit Name: Click here. Charter Number: Click here.

Mailing Address: Click here.

City: Click here. State: Click here. Zip Code: Click here.

Project Officer’s Name: Click here. Grade: Click here.

Phone: Click here. Email: Click here.

# Description of Proposed Activity

Project Title: Click here.

Start Date: Click here. Target Completion Date: Click here.

Describe below the purpose and expected outcomes of the intended use of Association funds. Include number and program level (Phase I through IV) of the cadets affected. Clearly link the activity to cadet leadership development. Include a brief description of the qualifications of the Project Officer and/or those members who will be conducting the grant activity. Continue on a separate page if needed. You may upload up to 3 additional supporting documents to the Grant Application website at www.spaatz.org.

Click here to enter text.

# Funding Information

Funds Requested: Click here. Total Cost of Activity: Click here.

Other Sources of Funding (if any): Click here.

Latest Funding Date: Click here to enter text.   
The Funding Date is the latest date funds for this proposed activity may be granted (i.e., the start or cutoff date for payment for a National Special Activity, encampment, or other event).

# Unit Verification, Agreement, and Release

Unit commander signature is verifying suitability of the grant for unit purposes and future compliance with the terms of the grant as specified below, or communicated before grant funding by The Spaatz Association.

If awarded, I, as unit commander, agree to provide to The Spaatz Association a completion report or news article (suitable for use on the Association’s website), including photographs, within 90 days of expenditure of funds, describing the leadership development activity and its outcomes. This report, and its associated media, may be used for any lawful purpose, including brochures, illustrations, marketing, or for web content to promote the Association and it is services.

I acknowledge that the unit must return grant funds to the Association if they are not used within 12 months of award date or for the intended purpose described in this application. Failure to comply with these requirements will make my unit ineligible for future Association leadership grants.

Authorizing official: Click here.   
 (Signature of unit commander)

Commander’s Name: Click here. Grade: Click here.

Phone: Click here. Email: Click here.