

The Spatz Association Leadership Grant Program

Operating Guidance 2016-2018 (version 4)

Spatz Association Leadership Grants were approved by the Board in November 2013. The first grant application window was opened in January 2014, and grants are issued quarterly to deserving members and units.

Requirements

- Grants may be used for any type of activity related to leadership development.
- Grants are open to cadets who have earned the Billy Mitchell Award and entire units at the squadron, group, wing, or region level. Special grants may be considered for national-level sponsored by HQ CAP.
- There are no limits to the number of requests that may be submitted. Requests for multiple grants must be submitted separately.

Types of Grants

- Individual Grants
 - Designed for cadets who want to start a service project, complete leadership training, or do other leadership development-related activities
 - Grants are not for powered flight nor academic work. For flight scholarships, individuals may apply for The Spatz Association Aerospace Leadership Scholarship. The Spatz Association does not offer academic scholarships at this time.
- Unit Grants
 - Designed for units at the squadron, group, or wing level that need funding to conduct leadership development-related activities.
 - Grants are not intended for powered flight, emergency services, nor aerospace education-related work unless the designed activity has a direct leadership development component.
- Special Grants
 - Designed for national-level CAP programs and/or programs sponsored by HQ CAP programs (e.g., Air Force Academy Leadership Symposia, National Cadet Special Activity funding, Cadet Drill Competition, etc.).
 - Special Grants are NOT intended to fund individual participation; they are intended to cover operating costs of programs directly associated with leadership development.
 - Apply as per guidance for Unit Grants, and contact grants@spatz.org for special requirements.
 - Special Grants require approval by The Spatz Association Board of Directors. Only a limited number of Special Grants may be authorized.



Grant Schedule

- Grant requests will be reviewed and awarded once per quarter by the Committee.
- All completed requests received by the application deadline will be reviewed for that quarter.
- If an applicant is not awarded a grant, the application will remain in the grant system until its designated funding date or for one year, whichever is earlier.

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

* First Quarter grants are typically announced at the annual Mid-Winter Dinner and Awards Event.

How to Apply

- Grant applications are made using a TSA supplied form submitted via the The Spaatz Association website.
- Only online applications will be accepted.
- Individual Grants:
 - Applicant information, including name, address, phone, email, and unit (name and charter)
 - A description of the proposed activity, including documentation explaining need and merit, and background qualification information clearly relevant to the leadership development activity proposed.
 - Funding information including amount requested, total cost of activity, other sources of funding (if any), and Latest Funding Date. The Latest Funding Date is the last date funds for the proposed activity may be granted.
 - Unit confirmation, including name, contact information, and signature of the unit commander.
 - Applicant agreement and release, including signature of applicant and signature of parent/legal guardian if under 18 years of age.
- Unit Grants:
 - Unit information, including name, address, and charter.
 - Project officer information, including name, grade, phone, and email.
 - Description of proposed activity including title, start date, end date, purpose and expected outcomes, number and program level of cadets affected, and brief description of the qualifications of the project officer and/or other members conducting the grant activity.
 - Funding information including amount requested, total cost of activity, other sources of funding (if any), and Latest Funding Date. The Latest Funding Date is the last date funds for the proposed activity may be granted.
 - Unit verification, agreement, and release information, including signature of unit commander.



Other

- Individuals and units selected for award of a Grant will be notified via letter or email by the National Treasurer and/or Grants Coordinator. Additionally, notifications will be released on The Spaatz Association website.
- Unit awardees agree to provide The Association with 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 its services.
- Individual awardees agree to provide The Association with documentation of appropriate use of grant funds, such as receipts, photos, completion certificates, or narratives of use within 90 days of expenditure of funds.
- All reports will be submitted online at www.spaatz.org.
- Individuals and units 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 the individual/unit ineligible for future Association leadership grants and scholarships.

List of Changes

Date	Change
1 June 2014	Administrative change to Association office address.
28 August 2014	Administrative change to include Regions in eligible grant applicants, as originally intended by Board.
1 November 2014	Updated requirements for 2015-2016 grant season. Added Special Grant requests to support national-level activities.
1 January 2016	Update for 2016-2018 grant season; new process workflow and website reporting.

