MEMORANDUM FOR RECIPIENT

DATE: Click here to enter text.

SUBJECT: Letter of Instruction

Congratulations! You have been selected for the award of a Leadership Grant sponsored by The Spaatz Association.

Your grant is for the amount of $Click here. for the purpose summarized below.

Purpose of grant: Click here.

The Spaatz Association, a benevolent, charitable organization focused on leadership development in Civil Air Patrol (CAP) cadets, has authorized this grant to foster leadership development in CAP cadets. The grant may be used to defray the cost of ONLY the leadership activity defined above. Any use of funds for purposes outside the scope of the grant proposal is forbidden. If funds are used for purposes not authorized by The Association, you must repay the funds and you will not be allowed to receive future grant monies.

Now that you have received your grant, please accomplish the following three steps to receive your funds and report your progress. Failure to comply with these requirements will make you ineligible for future grants and scholarships.

**Step 1: Contact Information Verification (Required before fund disbursement)**

The information you provide on the attached **Contact Information Verification Form** will be used to verify the contact information for both you (the grant recipient) and a second party that will ensure proper use of the funds. This must be your Squadron Commander, Group Commander, Wing Commander, or Activity Director. You must also provide information on who will receive the funds (if different from you as the grant awardee). Providing this information will allow us to make payment for your use.

Checks are normally issued for the full grant amount. It is important for you to realize that you have one calendar year from the date of this letter to use your funds. Any money left over must be returned to The Association and will revert to our grant fund for future awardees.

**Step 2: Submit a Letter of Personal Introduction and Appreciation**

Your grant was made possible by the generous benefactors of The Spaatz Association. Please submit a short personal introduction and letter of appreciation (250-300 words, less than one typed page) which will be shared with the grant sponsor, and may appear on our website and in our philanthropic newsletter, *Leading the Legacy*. An optional **Personal Introduction/Letter of Appreciation Form** and instructions for submitting your introduction are attached to this letter.

**Step 3: Submit Updates on Your Progress**

As a condition of your application, you agreed to provide The Association with documentation of appropriate use of grant funds, such as receipts, photos, completion certificates, or narratives of use. You must also submit an “End of Activity” report, suitable for posting on our website and distributing to our benefactors, which details how you used grant funds.

Sample “End of Activity” reports may be found on the Grant FAQ page at [spaatz.org](http://www.spaatz.org).

If you submit any photographs with your report, you must also include the **Consent, License, and Release Form** included at enclosure 3. Contact us if you have any questions regarding photographic consent.

All receipts and the “End of Activity” report must be received within 90 days of expenditure of funds.

**Where to Submit Documents**

Submit all of the above forms on our website at <http://www.spaatz.org/leadership-grant-procedures/>.

**Questions?**

Again, congratulations on your grant. We look forward to hearing from you.

If, at any time, you have questions regarding your grant payment, please contact me via email at [grants@spaatz.org](mailto:grants@spaatz.org). For finance issues, you may also directly contact our National Treasurer at [treasurer@spaatz.org](mailto:treasurer@spaatz.org).

TED F. BOWLDS, Lt Gen, USAF (Ret.)   
President (Spaatz #290)   
The Spaatz Association

Enclosures (3)

**Contact Information Verification Form**

*Version 3 – 1 February 2017*

This form is used to verify the contact information for the grant recipient and a second party that will ensure proper use of the funds.

# Grant Awardee Contact Information

Name: Click here to enter text. Grade: Click here. CAPID: Click here.

Mailing Address: Click here.

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

Phone: Click here. Email: Click here.

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

# Secondary Party Contact Information

Secondary parties will ensure proper use of the grant funds. Must be your Squadron Commander, Group Commander, Wing Commander, or Activity Director.

Name: Click here to enter text. Grade: Click here. CAPID: Click here.

Mailing Address: Click here.

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

Phone: Click here. Email: Click here.

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

Duty Title: Click here.

(continued on reverse)

**Contact Information Verification Form (Reverse)**

# Funding Information

The Funds Disbursement Contact is the person designated to receive grant funds. Required if different from the grant awardee noted above.

Funds Disbursement Contact: Click here.

Phone: Click here. Email: Click here. Payee On Check: Click here.

Mailing Address: Click here.

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

Who should the check be made payable to? Click here.

# How to Submit this Form

Submit this form online at <http://www.spaatz.org/leadership-grant-procedures/>

Once this form is received, we will make payment for your use.

Should you have any questions on this form, please contact us at [grants@spaatz.org](mailto:grants@spaatz.org).

**Personal Introduction / Letter of Appreciation Form**

*Version 3 – 1 February 2017*

Your grant was made possible by the generous benefactors of The Spaatz Association. Please submit a short personal introduction and letter of appreciation (250-300 words, less than one typed page) which will be shared with the grant sponsor, and may appear in our philanthropic newsletter, *Leading the Legacy*.

This form is optional. You may submit your letter in .doc, .pdf, or other suitable image format.

Click here to enter text.

**Personal Introduction / Letter of Appreciation Form (Reverse)**

# How to Submit this Form

Submit this form online at <http://www.spaatz.org/leadership-grant-procedures/>

Should you have any questions on this form, please contact us at [grants@spaatz.org](mailto:grants@spaatz.org).

**Consent, License, and Release Form**

*Version 3 – 1 February 2017*

I, the undersigned, give to The Spaatz Association, Inc. (the “Association”), and to anyone authorized by the Association, my irrevocable and unconditional consent to use and reproduce a photograph containing an image of myself for use in any media or medium, including the Association’s Web site, for the purpose of promotion, marketing and publicity in connection with the Association or the Association’s grant program. Such photograph may be used and reproduced by the Association at any time and in any manner without compensation to me, and I waive any right to inspect or approve any such use. A description of the photograph(s) is as follows:

Click here to enter text.

I also agree that the Association may use my name and biographical information to identify me as the subject in the photograph in connection with the uses specified above.

I also agree that if I hold any copyright in the photograph, the Association is hereby granted a perpetual license in the copyright to the photograph in connection with the uses specified above.

I understand that the Association is relying on the consent given above and I agree that I will not at any time withdraw the consent I have given. I hereby release and forever discharge the Association and its employees, officers, agents and affiliates and anyone authorized by the Association, from any and all claims of any kind based upon or pertaining

Applicant Signature: Click here. Date: Click here.

Print Name: Click here.

I certify that I am the parent or legal guardian of the person identified above and that I have the authority to sign this Consent, License Release on his or her behalf:

Parent/Guardian Signature: Click here Date: Click here.

Print Name: Click here.

**Consent, License, and Release Form (Reverse)**

# How to Submit this Form

Submit this form online at <http://www.spaatz.org/leadership-grant-procedures/>

Should you have any questions on this form, please contact us at [grants@spaatz.org](mailto:grants@spaatz.org).