



OREGON INTERNATIONAL AIR SHOW 2012 GRANT APPLICATION INFORMATION

Oregon International Air Show Mission: Provide a safe, family event that promotes aviation, honors military and veterans, involves community, and contributes to charitable organizations in Oregon.

Thank you for your interest in receiving a charitable donation from the Oregon International Air Show. We look forward to supporting the selected organizations' efforts within the communities of the Northwest Region. The Air Show is currently offering grants of up to \$5000.00 per request. Award amounts are contingent on the overall financial success of the Air Show. The goal of the awards committee is to disperse all awarded grants after December 1, 2012.

We respect the time and effort that goes into applying for a grant and we make every effort to respond promptly and fairly to all inquiries. Before developing a full application, organizations must first submit a Letter of Inquiry according to our annual Timeline to determine if the request fits within the interests of the Oregon International Air Shows mission. The Oregon International Air Show will accept full applications only from those organizations that have been invited to submit one. Full Grant Application deadline is August 25 each year.

Guidelines for Letter of Inquiry

Letter of Inquiry should be printed on white paper, using a 12 point font (Times New Roman or similar) and one-inch margins on all sides; pages should be numbered. No more than 2 pages will be accepted.

Please limit responses to 100 words or less (about 7 sentences) for each question.

Letter of Inquiry should not be placed in binders or folders; one staple or paper clip in the upper left hand corner securing all pages is sufficient.

Please submit a letter of inquiry to:

Oregon International Air Show
Attn: Awards Committee
3355 NE Cornell Road, T240
Hillsboro, Oregon 97124
503-629-0706

Letter of inquiry deadline: Postmarked by July 20, 2012
Notification for approval to apply for Grant: August 1, 2012
Grant Application deadline: August 20, 2012

STEP ONE: LETTER OF INQUIRY

Name of organization: [redacted]

Date of application: [redacted]

Total amount of grant request: [redacted]

Total project budget (all sources): [redacted]

Address:

Street or PO Box: [redacted]

City: [redacted]

State: [redacted]

Zip: [redacted]

Telephone: [redacted]

Email Address: [redacted]

Fax: [redacted]

Web address (if applicable): [redacted]

Executive Director: [redacted]

Executive Director contact information:

Address (if different than above): [redacted]

Phone: [redacted]

email: [redacted]

Contact person and title (if different than Executive Director):

Name: [redacted]

Title: [redacted]

Telephone: [redacted]

email: [redacted]

Nonprofit status:

Does your organization have IRS non-profit status? Yes No

If yes, please list type of non-profit and your Employer Identification Number: [redacted]

If no, please indicate who will serve as your fiscal agent if a grant is made: [redacted] ?

- Your organizations mission statement:

- Geographic locations that your organization serves (e.g. Washington County):

- Please provide a brief description of your organization's history, purpose and scope of activities, including the primary populations you serve.

- Project name or title where the funds will be used: [redacted]

- Purpose of project – Description of the project for which you seek funding. Provide a description of desired outcomes for the project (e.g. what does success look like):

- Provide a description of how your organization will spend the funds if a grant is made:

- If your organization has received Air Show funds in the past, please list the dates and the amount of the funds received. What was accomplished with the funds received?

Your organization will be notified by July 20 regarding eligibility for grant application. If your Letter of Inquiry was accepted you will be invited to complete full Oregon International Air Show Grant Application. Grant application deadline is August 25.

STEP TWO: GUIDELINES FOR APPLICATION

Please attach a copy of your Letter of Inquiry.

Please follow the provided numbered outline in preparing your application. Each question has an assigned value; any unanswered questions will result in a lower score for your grant evaluation.

Please limit responses to 100 words or less (about 7 sentences) for each question.

Proposals should be printed on white paper, using a 12 point font (Times New Roman or similar) and one-inch margins on all sides; pages should be numbered. No more than 4 pages will be accepted. Any pages following page 4 will be removed.

Proposal should not be placed in binders or folders; one staple or paper clip in the upper left hand corner securing all pages is sufficient

All applications must be postmarked by August 25. Questions may be directed to the Air Show office at 503-629-0706 or via email at Info@oregonairshow.com.

Please submit applications to:
Oregon International Air Show
Attn: Awards Committee
3355 NE Cornell Road, T240
Hillsboro, Oregon 97124
503-629-0706

1. Describe current programs and activities, and recent organizational accomplishments.
2. Describe what will be accomplished as a result of the project: Will the funds be used in general operating support or a specific project or need?
3. Please provide a summary of the project including its duration: How will these funds help achieve the goals of the project?
4. Describe why the project is important at this time. What are the issues/needs to be addressed and the evidence of that need?
5. What impact do you expect this project to have? Based on these activities, what measurable outcomes will be achieved during the grant period? What are the measurable longer-term outcomes of the organization's work? What methods/strategies will be used to gather the data? List at least three key steps necessary in meeting the projects goal and the timeline that will be used to measure them.
6. Describe the likelihood that your organization will successfully achieve the project goal. Include how and why you believe the key steps will lead to success (e.g., methods proven in the literature; lessons learned from past experience; etc.)

7. How does the work of this organization relate to the work of other organizations in the same field and/or geographic location? List other organizations that are working to meet the same needs in your geographic location (can be local, regional or national organizations), describe your relationship with them (formal and/or informal) and explain how your organization differs from them

8. Describe how the proposed project contributes to achieving the organization's overall goals. If your organization has a strategic plan, describe how this project is aligned with your plan.

9. Please provide a financial summary of your organization, including your annual budget and describe your sources of funding.

10. Please provide the budget specific to this project and/or need, listing major expense categories and all sources of funding.

11. Has your organization volunteered with the Air Show in the past? Yes____ No____ Will your organization volunteer for future Air Shows? Yes____ No____

12. Is there anything else that you would like to share with us to further clarify or explain your program?