

## **Instructions to fill out the FFF Grant Application Form:**

**Review Foundation for Free Flight grants program information and assess whether your project is compatible with Foundation for Free Flight 's criteria. Applicants should call the Foundation for Free Flight at the start of a project to discuss proposals with a Grants Program advocate. This will help to ensure that the project meets Foundation for Free Flight grant requirements before submission of a formal grant request.**

### **Application layout:**

Prepare the application by typing the information requested directly below the line of the associated question or subject after you download the form.

Supplemental information such as letters of support, maps or photos, or research project outlines should be submitted at the same time as the application.

### **Downloading the Grant Application Form:**

From the home page of the FFF Website in the right margin click on the "[Apply for a Grant](#)" section. This takes you to a page where you can download a FFF Grant Application. Click on the [Word](#) or [PDF](#) version on the Application Form. Use the MS Word version of the document if you want to edit it with your application information. The PDF version can only be printed.

**Applications must provide the following information. Fill out the relevant sections of the form.**

1. Project Name and date of application
2. Applicant's Organization name and address:
3. Contact person's name and association with applicant organization:
  - a. Complete postal mailing address
  - b. Telephone numbers (day, evening, cell, fax)
  - c. E-mail address and website if applicable
4. Dollar amount requested:
5. Summarize your project (1-3 paragraphs).
  - a. Needs / problem assessment
  - b. Project goals and methods
3. Proposed start and completion dates.
4. Estimated date when funding will be required
5. Describe how the Foundation for Free Flight will be acknowledged for its support of the project
6. List the anticipated budget for the project
7. List other financing sources. State which resources are committed, pending, or to be requested.
8. List volunteer and pro bono services that project intends to use. Include letters of commitment from partners and service providers
9. Indicate the source(s) of matching funds.
10. If applicable, describe funding and maintenance sources that the project may need to operate in the future.

11. Date application.

**Where to send completed applications:**

Applications and accompanying documents should be sent via e-mail to [grants@foundationforfreeflight.org](mailto:grants@foundationforfreeflight.org). If electronic document submission is not possible, contact your grants program advocate.

Please send completed grant request applications via email to the FFF grant committee:  
**[grants@foundationforfreeflight.org](mailto:grants@foundationforfreeflight.org)**