

Foundation For Free Flight Grants Program Guidelines

Introduction:

The Foundation for Free Flight (FFF) Grants Program assists qualified organizations with funding for projects that preserve or enhance “Free Flight” opportunities. “Free Flight” is defined as the activity of flying a foot launchable, unpowered heavier-than-air vehicle, and is commonly referred to as hang gliding or paragliding.

If your organization is interested in applying for a grant, the application process can be simplified by contacting the Foundation for Free Flight grants committee before completing a grant application. Call Foundation for Free Flight at **559-338-2370** or email grants@foundationforfreeflight.org with a brief description of your project. A Foundation for Free Flight Grants Program Advocate will then contact you to discuss your project and provide information that will help you with the application process.

General Information:

Grant Review, Award and Funding Dates

	Application Deadline	Grant Committee Review Period	Target Grant Award Decision Date
Spring	30th March	~ 30 Days	28th April or at Ann April Mtg Dt.
Summer	30th June	~ 15 Days	15th July or July Mtg Dt.
Fall	30th September	~ 60 Days	30th November or Dec. Mtg Dt.

Time sensitive grants may be reviewed, awarded and funded in-between the regularly scheduled semi-annual review cycle. ***Submitting a Grant request application as early as possible is the best way to receive funding on time!***

A. Foundation for Free Flight Recognition

All projects must acknowledge the Foundation for Free Flight by inclusion of the Foundation for Free Flight logo



on signage, publicity and outreach materials associated with the project funded by the Grant. The following wording should be included *"This project was made possible by a grant from the Foundation for Free Flight"*. Sample signage is available from the office. The Foundation for Free Flight logo can be obtained from the office as an electronic file attached to e-mail.

B. Grant Award Contract:

Prior to the release of funds all grant recipients shall sign a written contractual agreement with the Foundation For Free Flight indicating their intentions for fulfilling their requirements for the grant. Each grant award may have specific stipulations that the FFF Grant Committee has deemed relevant for the grantee to receive the specific FFF grant. Additionally the contract will include the recipient's agreement to submit a Project Report defined in section C. Project Report below. Examples of a contract award document are: That XYZ work be completed by ABC time and with the following stipulations or else grant monies are expected to be returned to the FFF. (Please see an example of a Grant Award Contracts on the FFF Website.)

C. Project Report

Prior to the release of funds all grant recipients shall agree in writing to submit a project report within 90 days of completion of the project. This should be 2-3 pages, and should include:

1. A summary of expenditure of funds (< 1 page).
2. A short summary about the project with completion dates.
3. At least three photos (if applicable) showing before and after shots of the project, or volunteers in action. The Foundation for Free Flight would like to use these photos in our newsletter or on our web site.
4. Any copies of local newspaper/magazine coverage.

D. Expiration Policy

Twelve months after the grant request application is received by the Foundation for Free Flight, a new application may need to be re-submitted to keep the grant request active if the grant is:

1. Not awarded (under review, award pending completion of grant conditions)
2. Partially funded.
3. Affected by changes that substantially change the grant proposal.

Check with your Grants Advocate to determine if an application re-submittal is needed.

E. Availability of Funds

The Foundation for Free Flight Funding resources are fully dependent on contributor donations, and as such there may be times when awards will be limited by a lack of contributions. Additionally, grant awards are also subject to Foundation for Free Flight spending guidelines. These guidelines are used to manage the availability of funds based on Foundation spending rules. These rules ensure that Foundation funds will be managed so as to support the long term goals of the Foundation.

F. Grant recipient non-profit status

In most instances site preservation grant recipients must be existing organizations with a non profit status. The exceptions are special situations where the Foundation can “exercise oversight” of a grant recipient. It is easier for a regional or local organization to “exercise oversight” on a project that they are closely associated with. Wherever possible, Foundation for Free Flight prefers to work with local non profit groups that can provide the needed oversight.

Competition grants are made to USHPA-related competition teams or leagues and do not require a non profit status. Safety and Education Grant recipients do not need to be nonprofits, but must demonstrate their independence from “for profit” enterprises to receive consideration. Foundation for Free Flight does not make grants to individuals unless they are closely associated with a charitable organization that can provide the required “oversight”.

G. Return any unused funds

If Grant funding is intended to pay for a specific expense within a project or if a project that is completely funded through a Grant is completed without using all of the funds received by the grant recipients, all unused funds shall be returned immediately to the Foundation for Free Flight.

H. Project Reports

Following the award of a grant, the grant recipient will submit a progress report every **3-5 months** until the project is completed.

Additional Information

1. Land acquisition:

The Foundation for Free Flight does not purchase land or participate in the ownership of land. The Foundation for Free Flight may assist with the purchase of land, land easements or costs of acquisition. The Foundation suggests that your organization consider ownership of the land. In some situations working with a local land trust or conservation organization may be the most effective way of preserving a site. The development and support of working partnerships with resource management agencies, conservation organizations, and land trusts is highly encouraged.

Check with your Grants Program Advocate to determine if the Foundation can provide land use information and advice that will assist your project. In special cases we have been able to provide non monetary assistance and guidance to organizations. We are interested in providing such assistance whenever possible.

2. Research projects:

The Foundation for Free Flight prefers to partner with existing organizations engaged in research projects. We encourage and welcome early involvement in project discussions. However, research project applications must be approved by the organization's principal investigator or supervisor before submission to the Foundation for Free Flight. **To be considered, any research application must be supported by an outline** detailing objectives, methods for data collection and analysis, intended use of results, time scale and participating partners.

Funding Categories and Criteria

FFF CORE FUNDS:

Foundation for Free Flight Grants usually fall into one of the following three **CORE** categories and receive funding from the corresponding category within the Foundation for Free Flight reserves: **Site Preservation, Safety & Education, Competition**. If a grant falls into more than one category, funds will be drawn from the corresponding Foundation for Free Flight reserves at a ratio determined by the most current FFF Spending Rules Document. Competition grants for teams with both PG and HG pilots and/or men and women will draw from the corresponding competition sub fund categories as needed.

A. Site Preservation

The Foundation for Free Flight grants funding assistance for projects that acquire, preserve or improve free flight launch and landing areas.

Site preservation projects must meet the following criteria for grant funding:

- 1) The project must be supported by the local and regional hang gliding and paragliding community.
- 2) It must involve an official USHPA chapter with a minimum of 12 USHPA Members or **8 years** as a chapter.
- 3) Some degree of matching funds should support the project. At least 50% is recommended, but smaller matches will be considered. Pro bono services and volunteer time can be counted toward this figure.
- 4) Should implement a “property protection procedure” for the affected site, by obtaining a deeded easement* that includes the following:
 - a) Conservation easement (for building, dumping, development, etc.)
 - b) Recreational use easement (for foot-launched free flight)
 - c) Access easement (for clear and unrestricted access to all USHPA members).

*In the case of public land ownership or previous land ownership agreements, a lease agreement may be substituted for a “deeded easement”)

B. Safety & Education:

The Foundation for Free Flight grants funding assistance for projects that establish, stimulate, support or maintain programs and research for free flight activities, participants and the general public. Examples include safety research, pilot training, development of publications, and conservation of historical materials, film projects that educate or teach safety.

Safety and Education grant projects should;

- 1) Be of national significance.
- 2) Provide for the development of knowledge that promotes safety within the sport.
- 3) Foster enhanced public awareness of free flight.
- 4) Serve as an important flight research arena where development of processes or knowledge would benefit free flight pilots.

C. Competition:

The Foundation for Free Flight grants funding for the support of Free Flight pilots competing in domestic or international events.

The competition category has three sub categories:

- 1) **Hang gliding**
 - a. HG Flex wing XC
 - b. HG Rigid wing XC
 - c. HG Aerobatics
 - d. HG Speed gliding
- 2) **Paragliding**
 - a. PG XC
 - b. PG Aerobatics

- 3) **Woman's World Team** includes:
- a. HG XC, Aerobatics and Speed gliding
 - b. PG XC and Aerobatics

FFF TARGETED FUNDS:

These are special funds that have been setup to assist in funding specific free flight initiatives. They generally have more open spending rules than the FFF core funds.

The McDonald Mountain Fund:

This targeted fund was created in 2006 to help preserve and support McDonald Mountain in the Seattle area of Washington State. Dollars contributed to this fund go toward this preservation effort.

The Hang Gliding World Team Fund:

This targeted fund was created in 2011 to better support funding the Hang Gliding World Team. All the proceeds from this fund may be contributed in any one year towards the Hang Gliding USA World Team and to no other competitions. This fund is exclusively dedicated to supporting that team in hopes that they will receive a higher/better donation rate.

The Paragliding World Team Fund:

This targeted fund was created in July 2011 to better support funding the US National Paragliding Team. All the proceeds from this fund may be distributed in any one year towards a US Paragliding World Team initiative and to no other competitions. This fund is designed to support that team in hopes that they will receive a higher/better donation rate.

The NHME (Morningside Protection Fund):

The targeted fund provides a separate, dedicated fund to support the development of a recreational land use easement or deed restriction for the flying site portion of the Kitty Hawk Kites property at Morningside Park in Charlestown, New Hampshire. Morningside Park has been the premier training site in New England and the long-term protection of this site is a high priority. Gifts made toward this initiative may be used for any activities that serve to help assure Morningside Park is preserved and available to pilots for flight use.

Hunter Family Charity Targeted Fund – Associated with the Oregon, Annual Rat Race:

The targeted fund and grant mechanism was created as a community relations device. Generous pilots in the Oregon based Rat Race have been contributing donations to a scholarship fund that benefits the local community (generally not a pilot). This fund was created as a form of "giving back" to the city and public for the support they have given to hang gliding and paragliding. In the spirit of that effort, this fund was originally developed to enable adolescents from that particular area to receive partial educational scholarships. The Rat Race pilots collect donations and select the winner for that year. The good PR with the locals for doing this helps to preserve their site. In the past, they have given the donations to a local church which was tasked with awarding the scholarship. However, at one point the church refused to give the scholarship to a student, who was not a member of the awarding church's congregation. The pilots objected to this restriction and have asked FFF to take over the role of the church and act as the purveyor of the fund. The fund was created to be used for scholarships. Currently, it has existing money in it targeted specifically for scholarships. The pilots have requested that we broaden the scope of the scholarship to also include donations giving back to the community. It is the desire of the contributing pilots to be able to benefit the community as a whole and not limit the fund to only scholarships. The fund name change reflects the pilot's request. An example would be giving to the Neonatal Unit at the Medical Center or to the Magdalen House, a refuge for women and teenage girls.

The targeted fund and grant mechanism was created as a community relations device. Generous pilots attending the Oregon based Rat Race have been contributing to the fund as a form of “giving back” to the community for the support they have given to hang gliding and paragliding. The pilots collect donations and determine the recipients of the grants. The good PR with the locals helps preserve their site. Recipients have included: educational scholarships, equipment for the Neonatal Unit at the Medical Center, and contributions to a women’s refuge center.

Grant Application Form

Instructions:

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.

Applications must provide the following information.

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. If electronic document submission is not possible, contact your grants program advocate.