

Allegheny County Airport Authority Charitable Foundation Grant Application

Introduction

The Allegheny County Airport Authority Charitable Foundation (ACAA Charitable Foundation) was established July 10, 2013 with the mission to enhance the experience of travelers at the Pittsburgh International Airport and the Allegheny County Airport and to support the communities located closest to the airports to better the lives of the residents.

Grants Overview

The Allegheny County Airport Authority Charitable Foundation disperses grants to organizations advancing the mission of the ACAA Charitable Foundation and in support of the focus areas:

- Facilitating the comfort of current military service men and women and veterans utilizing the airports.
- Enhancing airport spaces through art and cultural displays.
- Engaging with communities around the airports to help in areas of educational and social need, such as post-secondary scholarships.
- Any other charitable purpose responding to needs as they arise.

Screening Criteria

In order to apply for grants from ACAA Charitable Foundation, an organization must:

- Provide services that benefit communities in and around the Pittsburgh International Airport and Allegheny County Airport

Preference is given to projects and programs that respond to an unmet need.

Grants will not be awarded to projects or programs which:

- Are outside of the ACAA Charitable Foundation's geographic area
- Promote legislative change

Religious organizations may be funded to conduct projects/programs which meet the above guidelines and priorities provided these projects/programs do not support religious work or promote specific religious beliefs.

Application Timeline:

ACAA Charitable Foundation awards grants twice per year.

Grant Cycle Timeline:

Spring/Summer: April 30th, Grant applications due
June 30th Grant awards announced

Fall/Winter: October 31, Grant applications due
December Meeting, Grant awards announced

Who Makes Grant Decisions?:

Members of the Allegheny County Airport Authority Charitable Foundation. The Board of Directors of the ACAA Charitable Foundation, Executive Committee of the ACAA Charitable Foundation, or a representative of the ACAA Charitable Foundation Board, initially reviews each grant request to ensure the organization meets the minimum criteria. Thereafter, the full ACAA Charitable Foundation Board of Directors will evaluate the requests from organizations and vote on final approval of all grant applications.

**Allegheny County Airport Authority
Charitable Foundation
Grant Application**

Applicant Information

Name of Organization:

Mailing Address:

City:

State:

Zip Code:

Website:

Contact Person:

Email Address:

Phone Number:

Project Information

Program Title:

Amount Requested:

Project Duration
(In months):

Total Project Expenses:

CERTIFICATION OF ACCURACY AND NON-DISCRIMINATION

I hereby certify that the information included in this application is true and correct. I further certify that this organization and/or fiscal agent does not discriminate on the basis of race, creed, national origin, religion, marital status, age, mental or physical disability, gender, gender identity, sex, sexual orientation or source of income in its employment practices, selecting board members, selecting students or in accepting clients for its services or products.

I hereby certify that I have read and understand the ACAA Charitable Foundation's Policies and Procedures. I certify that my organization meets all of the necessary criteria outlined in Section III., Funding Priorities of the ACAA Charitable Foundation's Policies and Procedures. I understand and agree that acceptance of any grant from the ACAA Charitable Foundation assumes an agreement that the award may be publicized to some degree by the ACAA Charitable foundation, including, but not limited to, publicity on the ACAA Charitable Foundation's website, in its newsletter, listing the grant in an annual report, or submitting information about the grant and/or photographs to local newspapers.

Signature of Authorized
Officer:

Date:

Name and Title:

GRANT PROPOSAL

1. Executive Summary:

As an attachment, please provide a one-paragraph summary (no more than 250 words) of the project for which you are seeking funds and how it supports the organization's mission.

2. Organizational Background

Please include the organization's mission statement, brief history of accomplishments, governance, area and population served. If this is a collaborative project, describe the lead agency and its relation to others involved (250 word maximum).

3. Proposal details

Please separate and number your responses to match each prompt below. Please be concise in your responses.

- a. What evidence is there that this project is needed and how would your project meet this need?

b. Who and how many people will benefit from this project? Elaborate on target communities.

c. Does your project involve underrepresented members of the community? If so, how?

d. Describe two measurable objectives for this project. How will you measure your success in meeting these objectives?

e. Describe the timeline for this project, including benchmarks for reaching measurable objectives stated above.

f. How can this project increase the awareness of ACAA Charitable Foundation and promote its underlying purpose?

Grant recipients agree to provide a financial accounting for funded projects/ programs and are required to submit a written report at the completion of their project/ program.

ATTACHMENTS CHECKLIST

- IRS Letter of Determination of tax exemption under Section 501 (c)(3) of the Internal Revenue Code (if applicable).
- List of current board members with professional affiliations
- Non-Discrimination Policy
- Most recent IRS Form 990 (if applicable) Sections I to IX. If your organization did not file a 990, provide a year-end financial statement for the most recent fiscal year.
- Current year operating budget. If you are utilizing a fiscal agent, please include a copy of their operating budget.
- Detailed budget for the project for which funds are being sought
- A list of secured and/or pending grants with other funding sources (foundations, corporations, governmental agencies, and individuals) who funded the project.
- If the project for which you are seeking funds is a collaborative project with other organization(s), include letters of support from the collaborating organization(s).

Please submit applications to:

Allegheny County Airport Authority Charitable Foundation
c/o Allegheny County Airport Authority
Pittsburgh International Airport
Landside Terminal, 4th Floor, Mezzanine
PO Box 12322
Pittsburgh, PA 15231-0370

Thank You