



The Pioneers Charitable Foundation Fund Award Guidelines

Grant Period: January 1, 2019—December 31, 2019

Explanation of Award:

The strength of Pioneering is the volunteer. Pioneers projects are as diverse as the communities we serve. We take a grassroots approach towards volunteerism, responding to the unique needs of our hometowns. The Pioneers Charitable Foundation Fund (Foundation) provides grants for educational and/or charitable community service projects that make a significant impact in local communities and generate substantial recognition for the Pioneers.

The annual Foundation grant awards are determined by the prior year's investment earnings. The distribution allocation percentage will be based on year end membership numbers.

Typically, organizations will submit grant applications directly to a foundation for financial consideration. The Pioneers Charitable Foundation Fund is different because Pioneers submit grant applications on behalf of the local schools/school systems and/or community service projects they support. The Foundation will fund local Pioneers educational and charitable activities, and not merely serve as a distributor of funds to unaffiliated schools/school systems or other organizations. TPCF grants are not to be used to fund scholarships.

Eligibility:

- Any Pioneers Chapter/Council/Club may apply for a Foundation grant.
- For any K-12 school/school system, or community service project to qualify for a grant, the Pioneers Unit must be involved as volunteers within the past 12 months.

Mandatory Requirements:

- Pioneers Chapters/Councils/Clubs applying for a Foundation grant are required to use the *Pioneers Charitable Foundation Fund Grant Application*.



- Applications are due in electronic format to the Group Distribution Committee and/or Group designee on or before January 11, 2019.

Grant Application/Award Process:

- Fund distribution amounts for the Pioneers Charitable Foundation Fund grant was announced at the November 2018 Board meeting.
- Following the January 11 application deadline, the Group Distribution Committee will meet to evaluate grant applications.
- By January 15, 2019, the Group Distribution Committee will notify the Pioneers Director of Finance of the winners and the amount awarded to each one. The grant application and a TPF1 voucher must be submitted to the Director of Finance for the distribution of funds.
- The PAC will deposit funds directly into the Units' account on or before January 30.
- At the end of the grant period (e.g., January 1, 2019 through December 31, 2019), all unused funds will be returned to Headquarters and distributed the following year.
- The Pioneers Finance and Accounting staff will track all grants to ensure compliance with the grant requirements prior to the distribution of future awards.
- The Group Distribution Committee will return all incomplete grant applications to the Unit President.

Timeline:

November 13	<ul style="list-style-type: none"> • Fund distribution for the Pioneers Charitable Foundation Fund grant was announced at the November 2018 Board meeting
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January 11	<ul style="list-style-type: none"> • Grant applications are due in electronic format to the Group Distribution Committee's designee • The Group Distribution Committee will begin to evaluate grant applications
January 15	<ul style="list-style-type: none"> • Each Group's designee will provide the names of the grant recipients and the funds awarded to the Pioneers Director of Finance
January 22	<ul style="list-style-type: none"> • The Group Distribution Committees will announce grant recipients and funds awarded
January 30	<ul style="list-style-type: none"> • Grant award checks will be deposited into Group accounts for AT&T, Legacy West, New Outlook and New Vision Pioneers on or before January 30



Pioneers Charitable Foundation Fund Grant Application

Please use a blue font for the application responses

Grant Period: January 1, 2019—December 31, 2019

Unit Information

1. Requesting Pioneers Unit Information:
 - a. Unit Name (Note: If Club, enter name of Council and Chapter):
 - b. Unit's President's Name:
 - c. Unit's Business Address:
 - d. Phone Number:
 - e. Fax Number:
 - f. E-mail Address:
 - g. Website (if applicable):

2. Grant Application Contact/Title:
 - a. Telephone Number:
 - b. Fax Number:
 - c. E-mail Address:

3. Group Name (e.g., AT&T Pioneers, Canadian Pioneers, Legacy West Pioneers, New Outlook Pioneers, and New Vision Pioneers):

4. Number of volunteers and volunteer hours contributed to the school/school system or the community service project during the past 12 months.

	Volunteers	Volunteer Hours
Regular Members		
Life Members		
Partners		
Other		
Total		

5. In prior years, have Pioneers donated funds to these programs?

Yes___No_____

If yes, what amount was donated? _____

How were the funds raised? _____



Section 1: Grant Request Information

1. School/School System or Project Name:
2. Is this a Pioneers project developed and led by Pioneers? If no, please explain.

Section 2: Community Need and Impact

1. Describe in 500 words or less the need for the project and how the needs were determined; project goals and objectives, activities, and timeline.
2. What is the projected impact (e.g., people served, cost savings, etc.)?

Section 3: Funding

1. School/School System or Project Budget: _____
2. Dates: Start Date: _____ End Date: _____
3. Amount Requested: _____
4. Is the Unit willing to contribute any funds towards this project? If yes, please note the amount.
5. What expenses will the grant money cover? Please attach a copy of the budget.

Section 4: Organizational Objectives

1. What steps will be taken to publicly promote and brand the program/project to give Pioneers and the Group visibility?
2. Describe the steps that will be taken to increase volunteer activity (e.g., engage current members and/or recruit new members).
3. Is the Unit willing to use VolunteerNow! to manage this project and track all volunteer hours?



Note: If desired, supporting material may be attached to the grant application. There is a limit of two (2) 8.5 x 11 pages for supporting documentation.

**Section 5: Pioneers Charitable Foundation Fund
Grant Report Form**

Please complete the attached *Pioneers Charitable Foundation Fund Project Report Form* on how the grant money was used. Summarize key results and/or findings that demonstrate the impact of the program/project.

Notes: Final entries must be forwarded electronically to Gloria Pazel (gp_wp@yahoo.com) AND Kris Wells (kris.wells@att.com) on or before January 11, 2019. The forms must be submitted in electronic format only. Late applications will not be considered.

Pioneers Charitable Foundation Fund Project Reporting Form

Project Name: _____

Project Completion Date: _____

Form & Pictures due to Director: _____

Donation Organization Name: _____

Donation Organization Address: _____

Donation Organization Contact Person: _____

Donation Organization Contact Telephone: _____

Donation Organization Contact Email: _____

of Volunteers: _____

Volunteer Hours: _____

of Clients served: _____

Matching Funds used? ___No; ___Yes (\$_____)

Brief description of your project: (200 words)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Respectfully submitted by:

Chapter Name: _____

Project Coordinator Name: _____

Title: _____