



South Dakota Wing
Grant Request Form – SDWF 173-3

Part A. GRANT REQUEST.

Must be submitted to the Wing Administrator (WA) by e-mail at least two weeks prior to submitting the grant application. The WA will get the approval signature and return a copy of the approval to the unit requestor.

Squadron/Charter #: _____ Point of Contact (POC): _____

POC Email: _____ POC Phone: _____

Corp./Foundation Name: _____

At what level does the Foundation or Corporation award funds?

- National
- Multi-State Region
- State
- Corporate Communities
- Local

Note: Federal grants are not permitted by NHQ general counsel's office.

Type of Grant: Monetary: If so, Amount Requesting: _____

In Kind Services: Describe Services: _____

Estimated Date of Grant: _____

How will the funds be spent? (Be specific) _____

Does grantor require reporting after the grant is awarded? Yes No

If yes, summarize the reporting requirements (i.e., six month or annual reports) – Summarize your plan to meeting the reporting requirement: _____

APPROVING AUTHORITY

EMAIL THE GRANT REQUEST FORM TO THE WING ADMINISTRATOR, THE WA WILL OBTAIN THE APPROPRIATE ELECTRONIC APPROVAL THOROUGH DOCUSIGN

B. – Post Grant Report.

Date grant was awarded: _____ Amount Received: _____

Was the Public Affairs Officer notified? _____

SD Wing Grant Request Form - Instructions - SDWF 173-3 - Effective 1 December 2021

- CAPR 173-4, Fund-Raising/Donations states Wing commander is responsible for maintaining control over all CAP fund-raising activities organized within their wings. Within CAPR 173-4 foundations/corporation grants are listed as a suggested fund-raising activity; therefore, subordinate units must obtain prior written approval from the wing commander or designee before initiating a fund-raising project. In addition to the wing commander, the Wing Director of Finance (DOF) needs to monitor unit fund-raising activities. This form will enable our units to comply with receiving Wing Commander's approval and keep the DOF up to date on grant requests. **Part A must be completed and submitted to the Wing Administrator (WA) by e-mail at least two weeks prior to submitting the grant request.** The WA will get the approval signature through DocuSign and return a copy of the approval to the unit requestor. **Part B will be submitted to the WA when the unit is notified the granted is awarded or denied by the grantor.**

Part A: Grant Request

- A person at the unit level must be listed as a point of contact with contact information in case an additional information is needed.
- Identify the corporation or foundation's name.
- Identify whether this a national, multi-state, state-wide, corporate community, or local grant. Federal grants are not permitted by NHQ general counsel's office.
- What type of grant are you applying for: Monetary or "In Kind Services" (i.e., advertising space versus money to buy advertising)?
- How will the funds be spent? CAPR 173-4 states grant requests should be based on specific needs, that is, search and rescue equipment, cadet program operations, scholarships for cadets, specific trips for cadets to National and region activities. Be as specific as possible in describing how the funds will be spent.
- Does the grant require reporting after the grant is awarded? Once again, CAPR 173-4 states that some corporations and foundations require some monitoring of funds to ensure they are properly used. It is critical that the Wing staff is aware of these requirements to ensure we meet the foundations requirements.

Part B: Post Activity Report (After the grant is awarded or denied)

- Date the grant was awarded and the amount that was awarded.
- Has the Public Affairs Officer been notified? It is critical that CAP acknowledge grants and the act of receiving a grant can be excellent publicity for the receiving unit and South Dakota wing.
- The completed form must be sent to the WA by e-mail (rkuecker@capnhq.gov).