



# Air Force Association

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## Chapter Matching Grant Guidelines Objective

The Chapter Matching Grant program is designed to promote aerospace education activities at the chapter level. The program allows AFA National Headquarters to assist aggressive chapters who are working actively with local educators and organizations to develop and promote new educational activities and events in math and science.

## Requirements/Selection Criteria

- The chapter president must submit the Chapter Matching Grant form completely filled out with a one-page typed narrative. The narrative must outline the activity and the measures the chapter is taking to promote education in math and science in their community.
- The request must equal the amount of funds the chapter plans to contribute to the event/activity with an annual ceiling of \$1,000. Chapters may submit more than once during a calendar year, but may not exceed the annual ceiling of \$1,000. The minimum grant submission is \$200.
- A one-page after-action report of the activity or event with photographs is required. If the report and photos are not received from the chapter in a timely manner (30-days after the event), future grant submissions will be returned without review.
- The grant may not be used for the funding of annual programs and is not a free money program just for having an aerospace education program.

## Grant Allocation

- Funds are mailed to the Chapter President, matching amount of funds spent by chapter.
- No chapter will receive more than \$1,000 in grants per year.

## Guidelines

- AFA is looking for enthusiasm and creativity from local chapters. Chapters that are working actively with local educators and organizations to reach out to the community have the best chance of receiving a grant.
- AFA staff review all grant applications and final approval is made by the AFA President. Chapters are notified within four to six weeks of approval or non-approval.
- **The grants may be used for...**
  - Science fairs or special science and technology programs
  - Field trips
  - New aerospace educational activities with school, JROTC and ROTC
  - Career Days
- **The grants may not be used for...**
  - Scholarships
  - Non-math/science activities
  - To pay for the chapter's share of Visions of Exploration
  - JROTC and ROTC drill team and color guard activities or supplies
  - Receptions and entertainment



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## Chapter Matching Grant Application

### Chapter Contact ---

Contact Name 

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Daytime Phone 

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 Fax 

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Chapter Name 

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Address 

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### Purpose of Grant ---

Requested amount of Grant(\$200 min/\$1000 max) 

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Chapter's Dollar Contribution 

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Total Budget for Activity 

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On a separate sheet, write a one page or less description of the activity. Include: what the activity is, location of activity, number of people benefiting from activity, type of people involved in activity (adults, students, etc.), goal of activity, date of activity and a breakdown of the activity budget (round numbers are fine).

NOTE: An after-action report of the activity or event with photographs is required. If the one-page report and photo are not received from the chapter in a timely manner (30-days after the event), future grant submissions will be returned without review.

### Verification ---

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Chapter President's Signature

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Chapter Treasurer's Signature

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Date

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Date

### Send Documents To ---

Air Force Association  
Attn: Mary Nauheimer  
1501 Lee Highway  
Arlington, VA 22209-1198

Phone: 1-800-727-3337 ext. 4821  
Fax: 703-247-5853  
Email: AFStaff@afa.org  
Web Site: www.afa.org