



**CIVIL AIR PATROL
MICHIGAN WING
UNITED STATES AIR FORCE AUXILIARY**



MIWG DEVELOPMENT SECTION

**APPLICATION TO LIST A FUNDRAISING ACTIVITY / PROGRAM in the
“MIWG Guidelines & Procedures for Securing Funds Manual”**

Listing a fundraising activity or program in the ***MIWG Fundraising Guidelines and Procedures Manual*** should be uniformly formatted so that it reads with the same structure and familiarity throughout the Manual. It will also assist when soliciting/receiving new fundraising ideas and assuring that required information is captured. Please follow the following format:

1. **NAME OF PROGRAM & FUNDING ENTITY**
2. **TYPE OF PROGRAM / ACTIVITY**
Local - State or Federal Campaign, Grant, Corporate Donation, Local Business Donation, Individual Donation, Employer Matching Gifts, Volunteer “Grants” Opportunity, Small Business Partnership, Small Business Membership, Endowment, Other (Explain)
3. **PURPOSE OF FUNDING**
Types of organizations the funder is looking for and specific activities/assets they are interested in funding, if any. Are the funds unrestricted, meaning no particular purpose or requirement of the funds. Are the funds restricted and what is/are the funder’s target market and/or unmet need(s) they wish to fund?
4. **POTENTIAL RANGE OF FUNDING AMOUNT**
5. **TIME OF YEAR FOR APPLICATION**
6. **PROGRAM DESCRIPTION**
7. **PROGRAM APPLICATION**
8. **PROGRAM DETAIL**

SAMPLE APPLICATION OF A FUNDRAISING PROGRAM

1. **NAME OF PROGRAM & FUNDING ENTITY**
COMBINED FEDERAL CAMPAIGN (CFC)
U.S. Federal Government - Office of Personnel Management (OPM)
www.opm.gov
2. **TYPE OF PROGRAM**
Federal Campaign which is State-wide.
3. **PURPOSE OF FUNDING**
Looking for organizations having a substantial local presence in the geographical area covered by the local campaign whose programs, services, benefits, etc. affect human health and welfare of the target population.

4. **POTENTIAL RANGE OF FUNDING AMOUNT**

Funding amount is unlimited depending on the participation of the organization.

5. **TIME OF YEAR FOR APPLICATION**

Applications begin in February, approved in March, with the campaign running from October to December.

6. **PROGRAM DESCRIPTION**

The Combined Federal Campaign is similar to the United Way Campaign where federal employees have the opportunity to make a single contribution or donate a portion of their salary through a payroll deduction to the **Civil Air Patrol – Michigan Wing #60127**.

7. **PROGRAM APPLICATION**

The application is submitted by the Civil Air Patrol - Michigan Wing and managed by the Combined Federal Campaign Officer under the MIWG Development Section.

8. **PROGRAM DETAIL**

The CFC Michigan Campaign runs annually from October to January.

The campaign is conducted by alerting the MIWG members by Wing-wide “FOFU” Alerts (Funding Opportunity For Units) at the beginning, middle and just before the campaign ends.

By suggesting the use of all social media available to them including email, Facebook, Twitter, etc., MIWG encourages its members to reach out to their family members who are federal employees, or who have friends/relatives or themselves working for the federal government **anywhere in the world** (including military), to make a payroll deduction or one-time contribution on behalf of MIWG CAP, through their Human Resource department. The contributions are tax deductible. The official listing of our not-profit organization is: **Civil Air Patrol – Michigan Wing #60127**

Once the campaign ends, whatever contributions are received within each Michigan CFC Area, 50% will go to MIWG General Fund, and 50% will be divided among those squadrons within that CFC Area (by county). If MIWG decides that there are not enough contributions for a 50/50 split, the total amount will be equally distributed to only the squadrons. Distribution of contributions received out-of-state or overseas will go to MIWG General Fund.

Once your Application is completed using the sample above, return to Maj Frank Ross at frassassoc@aol.com or Capt Mike Seiloff at mseiloff@iserv.net. It will be reviewed by the MIWG Development Section and determined whether it will be incorporated into the Manual. If you have any questions, please call Maj Ross at 313-320-4454 or Capt Seiloff at 616-430-4533.

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