

## **Procedures and Application form for the Freedom to Fly Fund applications**

1. Inquiry is received at the COPA office from a COPA member or through a COPA director.
2. Application for Funding form is completed by the member requesting assistance and submitted, along with any additional background information, to COPA HQ.
  - Send the Application for Funding form by email to Tanya Storing [tstoring@copanational.org](mailto:tstoring@copanational.org)
  - Send by Fax: 613.236.8646
  - Send by mail: Canadian Owners and Pilots Association, 75 Albert Street, Suite 903, Ottawa, ON K1P 5E7
3. Application is forwarded by COPA Staff to COPA Freedom to Fly Fund (FFF) formerly the SAF Committee for review.
4. FFF Committee makes recommendation to the COPA Board of Directors.
5. COPA Board of Directors considers application at next meeting or, in the case of urgency, may be polled by telephone, fax, or E-mail.
6. If Board decides in favour of FFF assistance, it forwards its recommendation for funding, with or without conditions, to the Board of FFF.
7. FFF Board gives final approval of project including limits, if any, to COPA staff to administer the funding of the project. The FFF Board approves selecting and retaining counsel if required.
8. COPA staff administers the "Approved Project," expending funds as appropriate within the approved limits. Any request or need for increased funding must go to the FFF Committee and Board for approval.
9. COPA staff keeps FFF Committee informed of the project's progress, who in turn will keep the Board informed.

Questions or more information about the fund should be directed to:

Jean Messier, Chair [jmessier@copanational.org](mailto:jmessier@copanational.org)



**COPA FREEDOM TO FLY FUND**  
**APPLICATION FOR FUNDING**

Project # - \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

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**Other Information:** \_\_\_\_\_

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**Is Applicant a COPA Member:** Yes \_\_\_\_, No \_\_\_\_, COPA Membership # \_\_\_\_\_

**Is Applicant a Commercial Enterprise :** Yes \_\_\_\_, No \_\_\_\_.

**When Funds are Required:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**Agreement:** COPA agrees that funds received from the Special Action Fund - known as the Freedom to Fly Fund (FFF) will in all circumstances be expended by COPA only for the purposes of this request and only in accordance with the Memorandum of Understanding in place between COPA and the FFF.

**Request submitted by :** \_\_\_\_\_

Project # - \_\_\_\_\_

**Project Approval Recommended by** - Date - \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman, COPA Freedom to Fly Fund Committee

**Approved by the Board of Directors of COPA** - Date - \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman or Secretary,

COPA

Chairman or Secretary, COPA

**Conditions Attached to Approval:** - \_\_\_\_\_

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Signed: \_\_\_\_\_  
Chairman or Secretary, COPA Freedom to Fly Fund