



## EASTERN PENNSYLVANIA YOUTH SOCCER DEVELOPMENT GRANTS PROGRAM *2019 Overview and Application Procedures*

### **Mission Statement:**

#### 1) Our Purpose

Eastern Pennsylvania Youth Soccer Association exists to promote, foster and perpetuate the game of soccer on the youth level in the territory designated as Eastern Pennsylvania and foster the mental, physical and emotional growth of the eastern Pennsylvania youth through the sport of soccer.

#### 2) Our Mission

To promote and facilitate the game of soccer for all youth at all levels of play in eastern Pennsylvania.

#### 3) Our Vision

The ultimate vision of our Association is to be the best youth sports organization in the country through the provision of services, education and opportunities to the youth of eastern Pennsylvania.

The primary mission of the Eastern Pennsylvania Youth Soccer Development Grants Program (hereinafter referred to as the “Grants Program”) is to fund projects at the local level, via our membership. These projects should be designed for the long-term growth of the game in support of Eastern Pennsylvania Youth Soccer’s mission and vision; to enable our members to achieve the shared goals of our purpose; and to be recognized for excellence in participation, spectator appeal, competition and gender equity.

### **Scope and Priorities:**

Any program or activity that advances or develops the sport of soccer within the geographic area served by Eastern Pennsylvania Youth Soccer, and for which a proposal is filed following these grant making policies and procedures, is eligible to be considered for a grant from the Eastern Pennsylvania Youth Soccer Grants Program. Although an annual total figure will be established by the committee to be awarded, there is no limit on the size of a grant that may be requested. The committee reserves the right to limit the amount of any award.

An applicant is defined as an Eastern Pennsylvania Youth Soccer member organization or affiliate, as defined by the constitution and bylaws and currently in good standing.

The Eastern Pennsylvania Youth Soccer Grants Program will apply the following criteria in awarding a grant:

1. The ability of the program or activity to leverage money
2. The ability of the program or activity to increase the number of Eastern Pennsylvania Youth soccer players
3. The ability of the program or activity to increase the level (quality) of play
4. The ability of the program or activity to improve existing or create new facilities
5. The ability of the program or activity to increase the visibility of the game

Grant money **cannot** be used to fund any position within an organization; for any travel purposes, domestic or foreign; fundraising/grant writing fees; banquets; speakers fees; player registration fees. The committee reserves the right to determine if a request is considered inappropriate within these general guidelines.

### **Application Review and Decision Process:**

There are three stages in the consideration of proposals. Applicants should be aware that the process might take up to several months.

- I. All proposals shall be submitted directly to the Eastern Pennsylvania Youth Soccer Chief Executive Officer for initial screening of timeliness and completeness.

At that time the CEO shall either:

1. Reject the proposal, with an explanation if the applicant is not timely or does not meet the guidelines;
2. Request additional information from the applicant; or
3. Forward the completed application to the Grants Committee for initial review.

The grant application period will be February 1 – April 19. Complete applications must be received at the state association office no later than close of business on **April 19**.

- II. The Grants Committee shall evaluate all proposals that pass this initial screening. The committee may then direct the CEO to request updated or additional information and to conduct site visits in appropriate cases. This evaluation stage shall last approximately forty-five (45) days.
- III. Proposals are submitted to the Eastern Pennsylvania Youth Soccer Executive Committee with the Grants Committee's recommendation.

The Eastern Pennsylvania Youth Soccer Executive Committee shall approve all grants. Presentation of grant requests to the Executive Committee shall be by invitation of the Executive Committee only.

Awards will be announced in late June of each grant cycle.

Applicants must realize that the Eastern Pennsylvania Youth Soccer Grants Program will be highly selective. Generally speaking, there are far more requests for grants than funds available. Further, it should be understood by all that a decision to decline funding does not necessarily mean that Eastern Pennsylvania Youth Soccer and the Grants Program disapproves of the proposed program or activity or fail to appreciate its merits.

Any grant request denied by the Eastern Pennsylvania Grants Committee may reapply at the next offered cycle. Prior applications will be destroyed after final review. It is important to note that the policies of the Grants Program continue to evolve. Therefore, the provisions surrounding a grant provided previously should not be taken as precedent for subsequent decisions. An organization who

has previously been the recipient of a grant, will be ineligible for consideration for the next three grant cycles. For-profit organizations are ineligible. The Committee reserves the right to modify eligibility for an organization deemed to be in considerable need of funding.

### **Grant Application Procedure:**

The Applicant shall submit the following:

1. A completed grant application cover sheet (copies are available from Eastern Pennsylvania Youth Soccer).
2. Copy of the prior 12 months Board Meeting Minutes
3. A written, narrative proposal describing the administration and the program or activity for which the funds are sought.
4. A budget for the proposed program activity.
5. Details on any portion of requested funding to be matched by the applicant or alternative sources of funding.
6. A list of names and primary affiliations of the organization's Board of Directors.
7. Organization's Employer Identification Number (EIN or "tax ID")
8. A copy of the IRS 501(c) 3 determination letter or PA Tax Exemption certificate, and most recent 990 (if applicant is a nonprofit organization).
9. An explanation of how this grant will meet the criteria of the Grant Program.

A more specific list of application instructions is included within.

The Grant Application Form coversheet should be attached to the completed application materials and should be submitted directly to the attention of the following:

Eastern Pennsylvania Youth Soccer -Grants Program  
c/o Chief Executive Officer  
4070 Butler Pike, Suite 100  
Plymouth Meeting, PA 19462

The grant application must be received at the Eastern Pennsylvania Youth Soccer office by 4:00 PM on or before **April 19, 2019**. All materials submitted become the property of the Eastern Pennsylvania Youth Soccer Grants Program and cannot be returned to the applicant.

Neither The Eastern Pennsylvania Youth Soccer Grants Program committee nor the state association office staff can inform a grant seeker about a program or activity's prospect for funding.

The approximate amount to be granted in 2019, as per the Eastern Pennsylvania Youth Soccer Board of Directors, is \$75,000. There will be a cap of \$15,000 towards any one grant. The Board of Directors reserves the right to make exceptions should they deem the request appropriate and necessary.

**-APPLICATION INSTRUCTIONS-***Grant applications must be received in the state association office by April 19, 2019***What the proposal should contain:****I. About the Applicant:**

1. Legal name and address.
2. Name, title, address, email and telephone number of the person charged with responsibility for the program or activity AND the organization president or chief executive officer.
3. Statement from the applicant's chief executive officer (if applicable):
  - a) The program or activity has been reviewed and recommended for submission to the Eastern Pennsylvania Youth Soccer Grants Program, and
  - b) The submission has been approved by the organizations Board of Directors, with copies of prior 12 months board meeting minutes
4. A background summary/history of the applicant.
5. Documentation of the applicant's financial condition, including the last fiscal year, the current year to date and the most recent audited report (if any) including IRS determination letter, PA Tax exemption, most recent 990 tax return and PA Bureau of Charitable Organizations form BCO-10.
6. Optional: Up to three (3) applicant letters of recommendation may be attached to the proposal.

**II. About the Program or Activity:**

1. Explanation of how this grant will meet the criteria of the Eastern Pennsylvania Youth Soccer Grants Program.
2. Description of the program activity, including its goals and specific objectives, and why it is important to undertake.
3. Description of the people, organizations, and groups expected to benefit from the program or activity, and the ways they would benefit.
4. Substantiation of the extent of need for these benefits, and commentary on past or present attempts by the applicant or other to address this need.
5. Explanation of why the applicant is the appropriate one to conduct this program or activity.
6. Description of the plan of action and a timetable for implementation.
7. Qualifications and experience of people involved in implementing the program or activity, together with the amount of time each person will spend on the program or activity.

**III. About the Program or Activity Finances:**

1. Detailed description of previous budgets, expenses, or capital improvement, if the program or activity is already underway or in operation.
2. Current budget for the project indicating how cost estimates were obtained, how the requested funds are to be spent, and during what time periods.
3. Description of other possible sources of support including funds to be matched by the applicant or other sources, and additional funds that have been solicited from and pledged by others.
4. Explanation of how the program or activity will be sustained.
5. Proof of any and all partnership entities involved with and supporting this project.
6. Proof of any and all permits, leases, contracts, agreements of sale lasting the duration of the development stages of the project and beyond.
7. Proof of property insurance and additional liability insurance