

COSTA MESA COMMUNITY ATHLETICS FOUNDATION GRANT AWARD POLICY

It is the policy of the Costa Mesa Community Athletics Foundation ("Foundation") to award monetary or in-kind grants to Costa Mesa youth sports organizations as follows:

WHAT ORGANIZATIONS ARE ELIGIBLE?

All Costa Mesa not-for-profit youth sports organizations and/or non Costa Mesa based not-for-profit youth sports organizations whose membership is comprised of a majority of Costa Mesa youth residents.

WHAT KIND OF PROJECTS ARE ELIGIBLE?

All proposed projects must be of a permanent nature to include, but not limited to, field improvements and enhancements, infrastructure items, etc. As a general rule, items such as limited life equipment, uniforms, balls, etc will not be considered for grants.

WHAT DETERMINES FUNDING AMOUNTS?

As a general rule, grant funding will be based on a cost - sharing basis determined between the Foundation, the grant applicant, and any other potential participants.

WHAT IS THE ANNUAL DISTRIBUTION OF FUNDS?

Annual grant funding shall not be less than 5% of total available non-endowed funds of the Foundation.

GRANT APPLICATION PROCESS

- Organizations see grants shall submit a written application below containing the following information:

- Name and address of organization.
- Names of Board Members or Executive Committee.
- Contact person name, phone and e-mail address.
- Description of project to be funded with "before" photos.
- Total cost of project and basis of cost estimate.
- Requested funding amount from Foundation.
- Schedule of project (start/end date as a minimum).
- Financial Statement of organization and most recent bank statements / funds available for project.
- 501 (c) (3) identity or tax ID number.
- Copy of motion from the applicant's Board of Directors authorizing the project and agreeing to the cost estimate.
- Percentage of Costa Mesa Youth in your organization

FUNDING PROCESS

Organizations approved for grants shall submit cost proposals, invoices and /or receipts for completed projects prior to Foundation payment to the applicant and/or to the underlying vendors.

APPROVAL

Applicant will receive in writing Foundation decision and the amount of support, as applicable.

DEVIATIONS to POLICY- Deviations from this Policy may be made by a majority vote of the Foundation Board of Directors.

COSTA MESA COMMUNITY ATHLETICS FOUNDATION
GRANT APPLICATION

Name of Organization _____

Purpose of Organization _____

_____ Number of youth served _____

Percentage of Costa Mesa youth served _____

Address _____ City _____ Zip _____

Contact Person _____ Phone _____ E-mail _____

Board of Directors/Executive Committee _____

Description of Project _____

Total Estimated Cost of Project/Basis of Estimate (Attach supporting documents)

Requested Funding Amount _____

Schedule and Date Deadlines for Project _____

Please attach the following documents to this form:

- Complete most recent Financial Statements.
- Complete most recent Tax Returns.
- Most Recent Bank Statements.
- IRS letter with 501 (C) (3) tax identification number.
- "Before" photos of the proposed project site. Please send "after" photos upon completion.
- Copy of Motion from your Board of Directors authorizing the project and agreeing with cost estimate.

*Please submit this completed form with ALL appropriate required attachments to:
Costa Mesa Community Athletic Foundation*

*Attn: Rick Kapko
1700 Adams Avenue #102
Costa Mesa, CA 92626*