SD ATHLETIC BOOSTER CLUB

# Grant Application Instructions

**Mission Statement**

The Southern Door Athletic Booster Club’s purpose is to take an active interest in all Southern Door school sponsored athletic events and activities. Their objective is to raise money to enhance those activities and needs not covered by the school district and to provide services and/or equipment to benefit and promote athletic participation. No part of the net earnings shall inure to the benefit of, or be distributable to its members, officers, or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the

purposes set forth above.

**Checklist**

1. You must use the Grant application form. Other forms will not be accepted.
2. Be sure to review our Grant Guidelines, which can be accessed via our website on the Grant Application page.
3. Determine grant request form to use. (capital expenditure is an addition of or upgrade to physical assets such as property or equipment)
	1. If $ 3000 and under and not for a capital expenditure, use the Tier 1 form.
	2. If Over $3000 and not a capital expenditure, use Tier 2 form.
	3. All other request use Tier 3 form.
4. Please answer all the questions. (Please no two sided copies).
* Grant Request (Outline in detail your request)
* For grant request over $3000 or for capital expenditures, budget (Include complete budget and provide 2 or more quotes, being sure to define which quote is your preference and why.
* What other funding have you received, requested, or are expecting.
* Have you requested funding from the SD School Board for this project?
* If this request pertains to facilities, have you gotten the appropriate approvals?
* On what date do you need the items requested?
* If item requested could be shared with another sport, are you willing to do so?
1. Please remember to sign your application.
2. Applications may be submitted at any time, but 1 week prior to monthly meeting is appreciated.
3. You do not need to be present at our meeting, but questions may be directed to you via email before a determination will be made.

**Return completed applications to: officers@sdboosters.com or Fax to 800-311-3044.**

*The Southern Door Athletic Booster club is an entity within the Southern Door Community Foundation, a 501(c)(3) nonprofit corporation. The corporation is organized exclusively for charitable purposes within the meaning of section*

*501(c)(3) of the Internal Revenue Code.*

SDABC Grant Request - Tier 2 Application

Date: **\_\_\_\_\_\_\_\_\_\_**

Name of requesting party, sport or organization: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mailing Address for grant response:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Phone Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Total Cost of the project/grant for which the request is for: $ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount being requested for in this grant request: $ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What portion of this project are you able to fund: $ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If unable to fund 50% of the project, please explain reasoning for not being able to fund up to this percentage of the project. (Include any future purchases for which your sport or organization is saving current fund balances for)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Description of the project for which your organization or sport is requesting fund for:

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**Budget** - Please include your completeproject budget. This should be an itemized list of the cost of the project or purchase.

If possible, please provide 2 or more quotes, being sure to define which quote you would like us to use and why. In most cases, we will honor your preference of the quotes if your reasons are clearly defined—you have done the research and we respect your opinion. Be as detailed as possible with respect to expense items and the purpose of each item. Example: { Supplier - equipment - quantity - amount } Include copies of estimates or proposal if possible.

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**Other Funding** - Please list all other support that has been secured, requested, and in-kind as well as any fund-raisers or grant written or planned. (Please itemized the name and amounts by cash, donation, grant, in-kind, volunteer, school budget, activity account)

 Example: { SDCF - requested - donation - $#,###.00 }, { SDABC - secured - donation - $#,###.00 }

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Will your organization or sport accept a partial grant toward your project: **YES NO**

Date request is needed by: **\_\_\_\_\_\_\_\_\_\_**

If this grant request is not granted, will project continue:

Absolute need to have the requested item: **YES NO**

If yes, please explain need. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Southern Door Athletic Booster Club Agreement

A. This grant may be used only for Grantee’s athletic activities or equipment. This grant must be used for the project identified above, as described in the Grantee’s proposal and related correspondence, and may not be expended for any other purposes without the Southern Door Athletic Booster Club’s prior written approval. Grantee accepts responsibility for complying with this agreement’s terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The Southern Door Athletic Booster Club may request that Grantee return any grant unexpended grant funds remaining at the end of the project period.

B. The Southern Door Athletic Booster Club reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds, if it, in the Southern Door Athletic Booster Club's sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of the Southern Door Athletic Booster Club; or (3) to comply with any law or regulation applicable to the Grantee, to the Southern Door Athletic Booster Club, or this grant.

C. The Grantee is responsible for submitting all related invoices or receipts for the purpose of reimbursement of the grant amount. Invoices and receipts must be legible. Dates, amounts and descriptions must all be clearly readable. Purchase orders, statements, or credit card statements are not allowed without actual invoices attached.

D. Southern Door Athletic Booster Club reserves the right take up to 60 days to review the grant request once the grant proposal is presented to the Southern Door Athletic Booster Club board members.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the Southern Door Athletic Booster Club 's grant, and hereby certify my authority to execute this agreement on Grantee's behalf. YES NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Requestor: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_**

Print name of and title of Requestor: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_**