

**Grant Application**

**for**

**The Southern Arizona Sports Foundation**

**2009**





## The Southern Arizona Sports Foundation

**Overview:** With the inception of Spring Training activities at Kino Sports Complex, a group of community volunteers gathered to create a foundation that could help promote and manage the efforts of the Kino Sports Complex for Major League Baseball's Spring Training at Tucson Electric Park, while also giving back needed dollars to at-risk youth crime prevention and educational programs in Pima County. In 2003, a non-profit foundation was granted its 501(c)(3) IRS status and the Southern Arizona Sports Foundation was formed.

The Purpose of the Southern Arizona Sports Foundation is to:

- support educational programs and crime prevention programs for at risk youth;
- provide support for the Pima County Stadium District;
- and promote Major League Spring Training Baseball in Tucson and Southern Arizona.

Each year the Arizona Diamondbacks and Chicago White Sox have graciously partnered on a charity game, donating all ticket proceeds to the Southern Arizona Sports Foundation. These funds, along with results of additional fundraising on the part of the Foundation will be granted annually to programs that help youth in our community.

**Focus:** To recognize and support programs that aim to create positive life changes for youth at-risk by promoting child welfare, non-profit education and crime prevention organizations.

1. **Child Welfare:** Child welfare in the state of Arizona is one of the leading issues and one of its greatest challenges.
2. **Education:** Education is the cornerstone of any healthy community. It is necessary and forthright for foundations of all kinds to support educational initiatives, private and public elementary and high schools, as well as higher education.

The Southern Arizona Sports Foundation will look to support the advancement of proven educational initiatives in the communities it serves through direct giving or targeted grants.

### **Timeframe:**

- ◆ Applications available from the Foundation from March 1<sup>st</sup> to August 31<sup>st</sup>, each year.
- ◆ Application Deadline: 5:00 p.m., August 31<sup>st</sup> (must be received by Foundation by 5:00 pm)
- ◆ Notification of Awards – No later than November 15<sup>th</sup> each year



## DELIVERY OF APPLICATION PACKETS

*(preferred address)*

Application Packets MUST be received at the following address,  
via **US Postal Service ONLY**

**HAND DELIVERIES WILL NOT BE ACCEPTED AT THIS ADDRESS**  
**Any attempts at hand deliveries to this address may result in disqualification**

Southern Arizona Sports Foundation  
PMB #261  
515 E Grant Road , Suite 101  
Tucson, AZ 85705-5700

***Hand deliveries*** will be accepted

Only at the following address

**And only Monday August 24<sup>th</sup> thru Friday August 28<sup>th</sup>, 2009**  
**Between 9am and 3pm ONLY**

Attention: Dan Gregory  
1101 N. 4<sup>th</sup> Ave.  
Tucson, AZ 85705



### **Process:**

- ◆ Funds will be distributed through a formal Grant Application process. Agencies will use the attached modified Common Grant Application form.
  
- ◆ The Southern Arizona Sports Foundation awards both general operating support and program-specific grants. If you are requesting general operating support, delineate how this grant would advance the overall mission and programs of your organization, all of which must be focused on at-risk youth crime prevention and educational programs in Pima County.

If your request is for a specific program, focus your application on that program, the community need it will address, and the target population it will serve.

### **Criteria for Selection:**

1. Applications must be complete and submitted on time.
  
2. Funds requested must be between \$1500 and \$7,500
  
3. Organizations must be located in Pima County and hold a 501(c)(3) tax-exempt designation from the IRS. Other organizations may apply if:
  - They have a 501(c)(3) foundation.
  - Another 501(c)(3) is willing to act as the fiscal agent for the application. (Note: If a fiscal agent is being used, financial information must be provided for both organizations. Agencies without a 501(c)(3) status will be funded for a maximum of three years at which point they will no longer qualify unless they have obtained their own 501(c)(3) tax-exempt status from the IRS.)
  
4. Funding must be used for child welfare, educational or crime prevention programs aimed at youth in Pima County.

### **Reporting Requirements:**

If a grant is awarded, the organization must submit a one page summary report of all activities and achievements made as a result of the grant award. This report should be submitted to the Foundation 9 months after the award is made.



Proposals that meet the preceding criteria will be further scored on the following factors:

1. The program identifies and addresses an at-risk youth crime prevention and/or educational need relevant to its particular community.
2. The project is consistent with the organization's mission and history and the organization has the necessary capabilities, experience and staff support to successfully do the work.
3. The proposal utilizes innovative and/or research based interventions or appropriate adaptations of such interventions.
4. The organization sets forth a realistic and reasonable plan with goals and objectives for the use of the requested funds.
5. The organization outlines specific measurable outcomes that will be achieved.
6. The project provides services to appropriate number/type of clients.
7. A well thought out evaluation plan is included in the proposal.
8. The proposal demonstrates partnerships and collaborations with community members, service providers and other resources.
9. The organization has considered and incorporated culturally appropriate staff, materials and practices in its proposal.
10. Organization appears to be financially sound and has appropriate financial depth to sustain itself and the project during the course of implementation. The amount of the request is appropriately scaled to the scope of the organization.
11. Project does not appear to be a duplication of services within the same geographic region.



## PROCEDURES FOR COMPLETING A GRANT APPLICATION

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*Before preparing your application, please read the following instructions carefully and provide all information requested.*

- Include only the materials requested. Do not include brochures, annual reports, videos or other display materials. Do not include a “cover letter”.
- Do not enclose your application in a binder or copy it onto colored paper. Use paper clips rather than staples for holding sections together.
- Handwritten or e-mailed applications are not accepted.
- Your completed application should consist of a cover sheet (provided below), a narrative, and several supporting documents. Because teams of evaluators will review the applications, multiple copies of these documents are required. See “Application Checklist” for specific instructions.

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*If you have any problems or questions in **completing the application**, call (520) 434-1331.*

Application Deadline: 5:00 p.m. August 31<sup>st</sup>

**Southern Arizona Sports Foundation**  
**PMB #261**  
**515 E Grant Road , Suite 101**  
**Tucson, AZ 85705-5700**



## APPLICATION CHECKLIST

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Please include in your completed application the indicated number of copies of the following documents in the order they are listed. All documents should be neat and legible. Confirm that the documents are included in your application by checking the appropriate boxes below and returning this page as the top document in your application packet. **Applications not conforming to these requirements will be considered incomplete and may not be considered for funding.**

Your completed application packet should contain:

- This Checklist, followed by
- Five (5) sets** of the following documents:
  - Cover Sheet
  
  - Narrative
  
  - Your most recent audited financial statements and IRS Form 990. (Note: If a fiscal agent is being used, financial information must be provided for both organizations.)
  
  - Your line-item budget for the **organization** for the year of the grant request. Also include your line-item **program** budget, if the application is for a specific program. Please use the forms provided.
  
  - If the application is for salary support, include a copy of the job description and, if applicable, the resume of the person who will fill the position.
  
  - A list of your organization's ten largest grants received from corporations and/or foundations (including any contracts) **during the same fiscal year of the audit/990** included with this application. Include the dollar amount contributed by each corporation and/or foundation, and the start and end date of funding. Provide the total amount given at the end of the list.
  
  - A list of proposed national, state and local fund raising activities/proposals, by and for your organization for the next 12 months.
  
  - Your most recent IRS 501(c)(3) tax-exempt determination letter.
  
  - Your list of members of the board of directors of the organization, including principal business or professional affiliation of each. This list should be condensed to **one side of one sheet of paper**. Addresses and phone numbers need not be included.



## COVER SHEET

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Please provide the following information. You may either use a typewriter to fill out this Cover Sheet for submission, or you may recreate this page on your computer, using the same headings and limiting yourself to the information listed below.

**Organization Name:** (as it appears on the current IRS Tax Exemption letter)

**DBA (Doing Business As):** (if applicable)

**Address:**

**Telephone:**

**Fax:**

**Email address:** (if available)

**Chief Executive Officer/Title:**

**Contact Person/Title:** (if different than the chief executive officer)

**Amount Requested:** \$

**If partially funded, the minimum amount needed to implement program:** \$

**Geographic Area Served:**

**Type of Support:** (*general or program*)

**Program Name:** (for program requests only)

**Organization Budget:** (for year of grant) \$

**Program Budget, if applicable:** (for year of grant) \$

**Has your agency applied for a grant from the Southern Arizona Sports Foundation before?**  
**How much? For what program?**

**How often does your Board meet?**

**Does your Board include a Development Chair?**

**Does your Board have knowledge of this request?**

(OVER)

*For office use only. Do not write below this line. Be sure to include these headings if you recreate this form.*

**Fund:**

**Recommended amount:**



## COVER SHEET (cont'd)

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**Has your organization lost any major sources of funding in the last 2 years? \_\_\_\_\_**

**If yes, please explain in detail: \_\_\_\_\_**

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**What percentage of your organization's revenue goes to direct services?**

**Does your request include the total amount needed to complete the project?**

**If no, please explain in detail: \_\_\_\_\_**

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**Please describe any naming opportunities/recognition that can be provided for the Southern Arizona Sports Foundation.**

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**This form should be completed and signed by the Executive Director, Program Supervisor, or Board President.**

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Signature

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Print Name

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Title

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Date



## NARRATIVE DIRECTIONS

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In a **maximum of five one-sided, single spaced** pages (12 point font, 1 inch margins), provide information in each of the areas defined below. Label each section of the narrative using the eight categories presented in the following instructions. Organize the sections of your application in the order in which they are listed. Please **number** the pages of the narrative.

### I. PROPOSAL SUMMARY PARAGRAPH

Succinctly (**no more than ten lines**) describe the project. If you are requesting **general operating support**, state how this grant would be used to advance the mission and programs of your organization (both the mission and the programs of the organization need to be focused on child welfare, educational and/or crime prevention activities). If your request is for a **specific program**, describe the program, the community need it will address, and the target population it will serve. In either case, explain how your project will support the fund's objective improving child welfare or supporting education and/or crime prevention programs for youth in Pima County.

### II. BACKGROUND

Describe the mission, history, and overall goals of your organization. Briefly discuss current main programs, including unduplicated number of individuals served during the most recently completed fiscal year.

### III. PROPOSAL DETAILS

Elaborate on the information provided in the summary above. Describe the community need/opportunity that this funding request will address. Describe both the short-term and long-term outcomes that you expect from the project. Support your expectations with references to appropriate theoretical models or evidence-based studies.

Describe how this project relates to your organization's overall mission. Summarize the **work plan** that will be used to accomplish this request. Include tasks and timetables for staff and key organizations. Include community resources utilized for this effort. Provide your expectations on the number of clients to be served by your project.

### IV. EVALUATION

For **general support applications**, briefly explain what evaluation methods you use to evaluate the work of your agency.

For **program support applications**, briefly explain how you have measured the effectiveness of this or similar programs in the past. Discuss how you will evaluate your organization's implementation process, as well as the program's effectiveness in achieving the desired outcomes. Describe your criteria for success. Indicate who will be involved in evaluating this work. Describe what your organization will do with the results of your evaluation.

### V. COLLABORATIONS

Describe your organization's relationship to other similar community efforts and how you are cooperating with other agencies working on the same issues. Describe how your request differs from or builds on these efforts. If applicable, describe the roles and responsibilities of the



community partners with whom you are working. Describe the role of community members in your organization and in this specific funding request.

#### **VI. FINANCIAL STRENGTH/SUSTAINABILITY**

Provide a brief narrative description of the financial condition of the organization, the impact that this award would have on the organization, and the plan for sustaining the proposed program on an ongoing basis.

#### **VII. CULTURALLY SENSITIVE CONTENT**

Describe to what extent your organization has considered and incorporated culturally appropriate staff, materials and practices in your program.

#### **VIII. ADDITIONAL INFORMATION**

If there is any other relevant information you wish to provide in support of this request please do so in this section. This information may include recent major accomplishments, uniqueness of board and/or staff, significant training of board and/or staff, or anything else that you feel is relevant to the application process. **Keep in mind that the narrative can be no longer than five one-sided pages.**



# The Southern Arizona Sports Foundation Grant Application

## *Project Budget*

*Fiscal Year* \_\_\_\_\_

### PROJECTED REVENUE

<b>Source</b>	<b>Amount</b>
Government Contracts and Grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other Federated Campaigns	\$ _____
Individual Contributions	\$ _____
Fundraising Events	\$ _____
Membership Income	\$ _____
Investment Income	\$ _____
Endowed Income	\$ _____
Earned Income	\$ _____
Other (Specify)	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Income</b>	<b>\$ _____</b>

### PROJECTED EXPENSES

<b>Item</b>	<b>Amount</b>
Salaries and Wages	\$ _____
ERE's	\$ _____
Consultants and Professional Fees	\$ _____
Subcontractors	\$ _____
Employee Education and Training	\$ _____
Travel/Transportation	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and Copying	\$ _____
Telephone and Fax	\$ _____
Postage and Delivery	\$ _____
Rent and Utilities	\$ _____
Insurance	\$ _____
Depreciation	\$ _____
Other (Specify)	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Expense</b>	<b>\$ _____</b>
<b>Difference (Income less Expense)</b>	<b>\$ _____</b>

I certify that the above information is true to the best of my knowledge.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# The Southern Arizona Sports Foundation Grant Application

## Organization Budget

Fiscal Year \_\_\_\_\_

	<u>REVENUE</u>	Amount
<b>Source</b>		
Government Contracts and Grants	\$	_____
Foundations	\$	_____
Corporations	\$	_____
United Way or other Federated Campaigns	\$	_____
Individual Contributions	\$	_____
Fundraising Events	\$	_____
Membership Income	\$	_____
Investment Income	\$	_____
Endowed Income	\$	_____
Earned Income	\$	_____
Other (Specify)	\$	_____
	\$	_____
	\$	_____
<b>Total Income</b>	\$	_____

	<u>EXPENSES</u>	Amount
<b>Item</b>		
Salaries and Wages	\$	_____
ERE's	\$	_____
Consultants and Professional Fees	\$	_____
Subcontractors	\$	_____
Employee Education and Training	\$	_____
Travel/Transportation	\$	_____
Equipment	\$	_____
Supplies	\$	_____
Printing and Copying	\$	_____
Telephone and Fax	\$	_____
Postage and Delivery	\$	_____
Rent and Utilities	\$	_____
Insurance	\$	_____
Depreciation	\$	_____
Other (Specify)	\$	_____
	\$	_____
	\$	_____
<b>Total Expense</b>	\$	_____
<b>Difference (Income less Expense)</b>	\$	_____