



PARKS AND RECREATION DIVISION

4801 West Colonial Drive • Orlando, FL 32808
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2024 Youth Sports Partner Application

Application Process & Acknowledgement:

EMAILED, FAXED, MAILED, OR HAND-DELIVERED APPLICATIONS ARE NOT ACCEPTED.

Late, incomplete, or inaccurate applications, or those missing the required supporting documentation, will NOT be considered.

Submission Deadline: 5:00pm on June 24th, 2024

This completed Application (File Name: *YourOrganizationName* – 2024 YSP Application), along with all required supporting documentation must be submitted using the link below:

[2024 Youth Sports Partner Submission](#)

Required Supporting Documentation

Organizations must provide the following information to be considered for evaluation.

- Financial Statement from previous two years to include current balance sheet.
File Name: *YourOrganizationName* – Financial Statement (must be submitted in Excel Format)
- Copy of Federal designation as 501c3 and EIN
File Name: *YourOrganizationName* – nonprofit designation.
- Copy of most recent Form 990 filed with IRS.
File Name: *YourOrganizationName* – IRS990
- Invoice or verification of background screening from most recent season.
File Name: *YourOrganizationName* – background screening.
- Copy of Bylaws and Contact list of current Board of Directors
File Name: *YourOrganizationName* – Bylaws and BOD
- Sanctioning Document from Governing Body
File Name: *YourOrganizationName* – Governing Body
- Roster with home addresses and participant birthdates from previous two seasons
(By August, 2024, all rosters must be updated, via an online portal, with the governing body and are subject to audit)
File Name: *YourOrganizationName* – 2024 Rosters (must be submitted in Excel Format)
- At least one letter of reference from the organization(s) where you are currently renting fields (no maximum)¹.
Please provide references for the last five-year period.
Acceptable letters of reference must contain the following information:
 - How long the organization rented at the location/with the entity,
 - Did the organization meet scheduled deadlines for calendar and paperwork submissions,
 - Did the organization make timely payments,
 - Did the organization utilize 100% of their scheduled practices and games,
 - Did the organization communicate effectively.File Name: *YourOrganizationName* – Recommendation Letter

¹ Current Orange County Parks and Recreation Youth Sports Partners are exempt from this requirement.

Organization Name: _____

Organization Information

Organization Name: _____

Organization Phone Number: _____

Organization E-mail Address: _____

Organization Mailing Address: _____

Organization Website: _____

Authorized Agent Information

Note: The Authorized Agent is required to be a designated representative of the Nonprofit Organization. Identify only one contact person.

Authorized Agent Name: _____

Authorized Agent Title: _____

Contact Phone Number

Alternate Phone Number: _____

Authorized Agent E-mail Address: _____

Authorized Agent Mailing Address: _____

Authorized Agent Delivery Address: _____

Note: If the Authorized Agent's principal office address is a post office box, a delivery address is also required.

Eligibility Criteria

To be eligible to be a Youth Sports Partner and submit an application, the organization must meet the following criteria:

- Be an Organized Youth Sport Group that is sanctioned and governed by a recognized regional, state, or local body.
- Provide athletic programs to a specific service area in close proximity to requested playing fields.
- The Organized Youth Sport Group must run its programs in such a manner that its activities are open to all persons who wish to participate, regardless of race, gender, national origin, or disability.
- Organized Youth Sport Group whose general membership is not based exclusively on ability and performance through a "try out" system and who do not reserve the right to "cut" players from teams.
- Organized Youth Sport Group shall be composed of at least 85% Orange County Residents.
- Organized Youth Sport Group must operate as a non-profit corporation under the laws set forth for incorporation by the State of Florida. A certificate of incorporation and a copy of the organization's by-laws must be supplied to the Parks and Recreation Division.
- The Organized Youth Sports Group must provide a scholarship program for underprivileged youth.
- The Organized Youth Sports Group must utilize an online portal via the organization's governing body. Orange County Parks and Recreation Division must be listed as an authorized user with a Username and Password. Include Orange County Parks and Recreation access information below:

Online Portal web address: _____

Login Information (use Mariana.Henriques@ocfl.net): _____

Password: _____

Organization Name: _____

Location Preference

Below, please rank the parks in order of preference to you from one (most preferred) to 12 (least preferred). If you are not interested in utilizing a specific location(s), put N/A in the space provided. For each park you are interested in utilizing, provide the number of current players residing within 10 miles of the requested fields.

Preference Order	Number of Players within 10 miles	Location
#		Arcadia Acres (1 lit field)
#		Barber Park (2 lit fields, 2 fields no lighting)
#		Barnett Park (2 lit fields)
#		Blanchard Park (1 field, no lighting)
#		Bomberos Field Park (3 lit fields)
#		Deputy Brandon Coates Community Park (2 fields, no lighting)
#		Dr. P. Phillips Community Park (2 lit fields)
#		East Orange District Park (2 lit fields)
#		Econ Soccer Complex (2 lit fields)
#		R. D. Keene Park (2 fields, no lighting)
#		West Orange Park (4 lit fields)
#		Young Pine Park (3 lit fields)

Organization Program Summary

- Please provide a brief overview of your organization's purpose and history:
- Current Season Number of Participants: _____
 - Orange County residents make-up _____% of your current season's roster.
 - What percentage of your total participants are under the age of 10? _____%
- How many teams are there in your current season? _____
 - How many of these teams are selective? _____
 - How many of these teams are non-selective (no cuts; all play regardless of ability)? _____
- _____ % of your total operating budget is dedicated to paid staffing/personnel.
- What percentage of your revenue is dedicated to:
 - U10 and under _____%
 - U11-U19 _____%