

YOUTH SPORTS



Enhancement Grant Program



Youth Sports Enhancement Grant

Grant Program Description

The purpose of the Orange County Youth Sports Enhancement Grant Program is to provide financial support to qualified, volunteer organizations that operate youth sports programs, are open to the public, and do not require participants to meet exclusionary qualifications. Orange County intends to award this grant on a first-come, first-served basis to eligible 501c3 youth sports programs to build character, enhance physical fitness, and provide mentoring and guidance to Orange County's youth.

Orange County Neighborhood Services Division administers funds through the Youth Sports Enhancement Grant Program. Funds are awarded to qualified volunteer organizations operating youth sports leagues on public or private properties that provide public accommodations and are located in Orange County (County-owned properties are not eligible). These funds must be used to assist with capital improvement projects ("CIP"). ***Organizations subject to a maintenance agreement with a municipality do not qualify for funding.***

Examples of qualifying CIP and equipment purchases

- ❖ Turf repair or upgrade
- ❖ Fencing
- ❖ Concession stands
- ❖ Bathroom building repair or upgrade
- ❖ Field lighting
- ❖ Mowers/field dressing equipment

Who is Eligible?

Eligible applicants for the Youth Sports Enhancement Grant may receive up to a maximum amount of \$15,000 in grant funding, subject to certain restrictions. A maximum of one application per organization will be accepted during the submission period.

Application Submission Information

Applicants must submit a copy of the completed grant application and all supporting documentation via email, mail, or by drop-off in person to the address below.

The standard required documents are listed as follows:

1. Grant application
2. Certificate of Incorporation
3. Organization bylaws

4. List of board of directors (name, address, occupation, or affiliation for each member)
5. Organizational chart
6. Application Exhibits A (Location Map); B (Project Map); and C (Itemized Cost Estimate with 3 quotes)
7. Additional relevant information required by Orange County (if any)

The application submission is accepted and approved quarterly from September to May. Submit the original application along with any attachments to Orange County Neighborhood Services Division, 2450 W. 33rd Street, 2nd Floor, Orlando, FL 32839 or via email to NeighborhoodGrants@ocfl.net. Applications must be submitted no later than 5:00 p.m. on the second Thursday of September, January, or April in order to be reviewed and approved for the qualifying grant period. Please mail or email applications to the following address:

***Orange County Neighborhood Services Division
Youth Sports Enhancement Grant
2450 W. 33rd Street, 2nd Floor
Orlando, FL 32839
Email: NeighborhoodGrants@ocfl.net***

Evaluation Criteria

The Neighborhood Grants Advisory Board (“NGAB”) will evaluate all applications submitted based on the criteria outlined herein to establish funding priorities. The following categories will be considered by the NGAB when evaluating applications:

1. Length of time organization has been in existence
2. Impact program has on the community
3. Programs for both genders
4. Accommodations for disabled players
5. Mandatory play rule

Award Process

The NGAB will review the applications and make a recommendation for funding to the Orange County Board of County Commissioners (“BCC”). Once the BCC has awarded an organization funding, a contract must be executed prior to any funding disbursement and project commencement. The contract must include a detailed project location, a boundary map (survey or a tax map), and the final cost estimate. Grant awardees will be required to attend a grants orientation meeting to discuss the specific details and must sign a grant agreement within thirty (30) days of the grants orientation. Failure to provide the County with a timely executed grant agreement may result in the County’s withdrawal of grant funding and awarding the grant to the next eligible applicant.

YOUTH SPORTS ENHANCEMENT GRANT APPLICATION

(\$15,000 funding cap)

Please refer to the accompanying YOUTH SPORTS ENHANCEMENT GRANT GUIDELINES to complete this application.

PLEASE PRINT OR TYPE

Applicant Contact Information

Applicant Organization Name: _____

Project Contact Name: _____

Mailing Address: _____
Street

City *Zip Code*

Daytime Phone: _____ Evening Phone: _____

Email: _____

Program Information

In the past year, has your organization entered into an agreement or held a facility use contract with Orange County or a municipality?:

Number of years your organization has been in existence: _____

Does your program serve both boys and girls? Yes ☐ No ☐

Program Information Continued...

What accommodations do you provide players with disabilities on and off the playing field? _____

Does your program require a minimum school grade point average to be met?

Yes ☐ No ☐

Number of children served in the program per year: _____

Number of adult volunteers per year: _____

Number of volunteer hours per year: _____

Percentage of participants on fee reduction or scholarship: _____

Do you charge a participation fee? Yes ☐ No ☐

Do you charge a spectator fee? Yes ☐ No ☐

Do you charge a differential fee (residency) based on participant address?

Yes ☐ No ☐

Describe your program and its value and program outcomes within the community (use additional pages if necessary):

Project Information

Name of Project: _____

Project Location: _____

****Include a location map that shows how to reach the site and label Exhibit A.***

Orange County Commission District #: _____

Project Overview

Please provide the answers to the following questions on a separate attachment.

NOTE: *This is a competitive grant program, only a limited number of grants will be awarded per County Commission district each calendar year.*

1. Description of the Project.

Describe your project and its value and program outcomes within the community.

2. Description of the need.

What are the consequences of not funding this project?

3. Site Descriptions

If this is an acquisition or development project, describe the physical characteristics of the site. If selected for funding, a boundary map (survey or tax map) identifying the site must be submitted with the Grant Agreement.

4. Types of Facilities

Describe the types of facilities or improvements the project contains. Include a draft sketch of your *Project Map and label Exhibit B.*

Project Cost:

Include a preliminary itemized cost estimate with 3 quotes from vendors for acquisition, design, construction, permitting and equipment costs and label Exhibit C.

5. What is your organization's revenue source(s)? _____

6. Do you presently have in your budget operational and maintenance capability to support your requested project? _____

Project Schedule and Monitoring:

7. Project Schedule. Please outline your anticipated project timeline. *You may use the timeline provided in grant application (pg. 9).

8. Monitoring/Management plan. Describe the monitoring process/management plan your organization will use once funds are awarded. _____

Signatures

I hereby certify the information provided in this application is true and accurate. I further certify I possess the authority to apply for this grant on behalf of the applicant.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Budget Summary

This budget summary must include the costs of all materials, labor and permits for your enhancement project. **You must** submit all vendor quotes with the completed application. All projects must have three (3) quotes for each component.

CAPITAL PROJECTS

ACQUISITION (IF APPLICABLE)	\$	_____
DESIGN	\$	_____
CONSTRUCTION	\$	_____
EQUIPMENT	\$	_____
PROFESSIONAL SERVICES	\$	_____
PERMITS/IMPACT FEES	\$	_____
 TOTAL PROJECT COST	 \$	 _____

***ORGANIZATIONS MUST NOT INITIATE PROJECTS OR DELIVER DEPOSITS TO VENDORS/CONTRACTORS BEFORE RECEIVING NOTIFICATION OF NOTICE TO PROCEED FROM YOUR COUNTY GRANTS PROGRAM COORDINATOR.**

***UNTIL THE PROJECT IS COMPLETED, THE APPLICANT WILL BE REQUIRED TO PROVIDE BI-WEEKLY PROGRESS REPORTS TO THE GRANTS PROGRAM COORDINATOR ON THE 15TH AND 30TH OF EACH MONTH TO ENSURE THE PROJECT IS COMPLETED IN A TIMELY MANNER.**

Project Key Steps

List in chronological order a detailed list of all the key steps or activities required to complete your project once grant funds have been awarded. Provide as many details as possible. Next to each step, please indicate how long it will take to complete the task. You will need to discuss this with all businesses that will be providing services or materials. Make sure to include planning, Reporting, permitting, and delivery time for all steps. *This is an estimate of the time frame it will take to complete your project.*

Key Step or Activity	Start Date	End Date	Team Member Responsible