



OHIO ATHLETIC COMMITTEE GRANT GUIDELINES & APPLICATION

Grant Priorities

The Ohio Athletic Committee (OAC) is interested in funding youth sport organizations, schools and non-profit organizations that provide sports and recreational opportunities for youth. The Ohio Athletic Committee may provide funding to innovative programs, partnerships, and collaborative efforts that address the athletic needs of youth in the State of Ohio. Priority is given to capital, equipment, and operational requests.

Eligibility

Grant seekers may only apply for one project per calendar year. Organizations must be located in or provide services to residents within the State of Ohio. Grants will only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service. If your organization does not itself have a tax-exempt ruling from the IRS, the grant may be awarded through a qualified fiscal sponsor.

Restrictions

Grant projects must serve Ohio residents. Documentation and/or reports from prior grants must be fulfilled prior to applying for another grant. Grants will not be made to individuals, for-profit businesses, or political campaigns. Grants will not be made for debt reduction, loans, tickets for benefits, annual appeals, or religious activities. Grants typically range between \$500 - \$1000 and are for one year.

Application Procedure

Complete the attached application forms, attach the proposal narrative and required supporting materials. Incomplete applications may result in your grant application being declined or deferred to another grant cycle. Applicant organizations may be contacted for further information or documentation regarding the grant application. It is the policy of the Ohio Athletic Committee not to engage in discussion regarding outcomes of pending grant proposals. Organizations awarded a grant must submit an impact statement letter to the Ohio Athletic Committee.

OAC Application Checklist: Have you attached all the materials?

The Organization is to send the following materials:

- A **cover letter** signed by the Board President and Executive/Athletic Director.
- Application forms**- Fill out the forms and place these immediately behind the cover letter).
- Narrative**- Describe the proposed grant request by using the form provided. One additional page may be used.
- For all grant proposals, please provide a detailed **projected program budget**.
- Please **send a printed copy** of your grant proposal **AND e-mail a copy** to info@ohioathletics.com.
- List of current board members**. Indicate any members who are paid staff. How often does your board meet? Does 100 percent of your board contribute financially to your organization?
- Brochures, and newspaper articles** about your agency. Newspaper articles should have a date.
- Support letters** should be sent with your application packet. Do NOT send your letters separately.

If available, send via e-mail, a copy of the following materials:

- Most **recent audit** (full copy with notes) and a copy of the Management Letter.
- Most recent **Annual Report**.
- For new grant seekers: **IRS tax-exempt letter**.

DESCRIPTION OF ORGANIZATION

Organization Name: _____

Agency EIN: _____

Address: _____

City: _____ **Zip:** _____

Executive/Athletic Director/President: _____

Phone Number: _____

E-mail Address: _____

List your organization’s major programs and number of clients served. (Define units of services provided.)

Name of Program	# of Youth Served (unduplicated)	# of Encounters / Visits
Example: Wrestling	40	20 meets/year
Example: Cheerleading	165	2 Competition/year

If your organization provides services at more than one location, please list them:

FISCAL SPONSOR INFORMATION

If a grant seeker does not have a 501(c)3 tax-exempt status as approved by the Internal Revenue Service (IRS), the Ohio Athletic Committee will consider applications from a Fiscal Sponsor, with a 501(c)3 tax-exempt status as approved by the IRS. If the grant is approved, the grant will be made payable to the Fiscal Sponsor as the tax-exempt organization representing the grant seeker. As Fiscal Sponsor, the organization assumes fiduciary responsibilities for this project as though it were a project of the Fiscal Sponsor. We expect the Fiscal Sponsor to provide fiscal oversight, by verifying all expenses before reimbursing the grant seeker.

Name of the Fiscal Sponsor: _____

Address: _____

Executive Director: _____

Telephone Number: _____

E-mail Address: _____

The Fiscal Sponsor must send in the following attachments:

- On agency letterhead, letter signed by the Executive Director and Board President indicating the following information.
- Willingness to administer the grant if awarded.
- Duration of time and nature of the cooperative relationship between the entities.
- List of services and frequency that the fiscal sponsor will provide to the grant seeker, e.g., bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
- Fees for services charged by the Fiscal Sponsor to the grant seeker.
- Copy of Minutes from Board meeting approving the fiscal sponsor.
- List of Board members.
- Copy of the Fiscal Sponsor's IRS letter indicating 501(c)(3) tax-exempt status.
- Copy of current operating budget including year-to-date financial information.
- Copy of the most recent Form 990 filed with the IRS.
- Copy of the annual report.
- Copy of the financial audit.
- If the grant is awarded, the Fiscal Sponsor is responsible for all reports and submissions to be provided in a timely manner to The Ohio Athletic Committee. (Reporting dates will be on the Terms of the Grant Award.)

Fiscal sponsors and grant seekers must sign below indicating that they have read and agree to the OAC Grant requirements.

Fiscal sponsor Date:

Grant seeker Date:

PROPOSAL

Organization: _____

Executive/Athletic Director: _____

E-mail: _____ **Phone #:** _____

Contact Person and Title: _____

E-mail: _____ **Phone #:** _____

Project Title: _____

Amount Requested: _____ **Total Budget of the Project:** _____

In the space below, describe your grant request. **Limit one additional page.**

PROJECT BUDGET

Organization: _____

Project Title: _____ **Grant Request:** _____

Item List personnel first and then non-personnel items.	\$ requested from OAC (Column A)	\$ from other funders (Column B)	Amount budgeted from your agency (Column C)	Total proposed budget (Add Columns)
TOTAL				

Grant Applications must be postmarked to the OAC office (PO Box 1153 Sandusky OH 44870) by 5 p.m. on or before these dates. If the application deadline falls on a weekend, then the deadline will be the next business day.

Applicants should always confirm deadlines annually. Incomplete applications, faxed applications or applications submitted after the deadline will not be considered.

Ohio Athletic Committee
PO Box 1153
Sandusky OH 44871

REVISION 4/17/14