



Pensacola Sports Foundation -- Small Grants Policy

I. Purpose

The purpose of this policy is to address two issues:

- Currently the Pensacola Sports Foundation provides major grants to qualifying organizations only once a year. This can make it difficult for some organizations to align their program timetables with the Foundation's process.
- Many requests for small grants come in during the year to the President of Pensacola Sports to support local activities, travel costs, sponsorships and other worthwhile causes that have a short timeline for funding.

II. Guidelines

To make Pensacola Sports Foundation giving more effective the following guidelines will be followed:

- The Pensacola Sports Foundation will allow the President of Pensacola Sports to write small grant checks up to \$500 with only his/her signature.
- The total amount of small grant checks written by the President of Pensacola Sports will not exceed \$1,500 per calendar quarter.
- The President of Pensacola Sports will have discretion to use the funds to meet small grant requests with the following requirements:
 - The President of Pensacola Sports must require applicants to complete a Small Grants Request Application (attached) for every donation.
 - The President of Pensacola Sports must give a report at each Pensacola Sports Foundation board meeting of all requests granted and denied since the previous board meeting, including providing copies of all grant applications.
- This policy will be renewed on an annual basis and either be reaffirmed, modified or canceled, based on the discretion of the Pensacola Sports Foundation Board.
- The Grants Committee will take into consideration the amount given under this policy when setting the total grant amount for the year.



**SMALL GRANT
APPLICATION**

AMOUNT OF REQUEST: _____

The mission of the Pensacola Sports Foundation, Inc. (the "Corporation") is to support that part of the mission of Pensacola Sports that focuses on the development, education, promotion, and recognition of youth sports amateur sports, scholar athletes, and athletic excellence in the Greater Pensacola Area.

ELIGIBILITY

To receive a grant from the Pensacola Sports Foundation, applicants must be located in or service Escambia or Santa Rosa counties in the State of Florida. Applicants must operate without illegal discrimination on the basis of race, religion, gender, sexual orientation, age, national origin or disability. **(please print)**

Applicant's Legal Name: _____

Organizations Name: _____
(DBA if different than the above name)

Contact Person (Name): _____

Email Address: _____

Website (if applicable): _____ **Contact Phone:** _____

Mailing Address: _____

City

State

Zip



ORGANIZATION INFORMATION *(if applicable):*

Name of Organization: _____

Brief Summary of Organization's History: _____

Organization's Mission Statement: _____

Geographic Area Served: _____

Are you requesting funds from other sources? () No () Yes *If YES please explain:*

Return grant request to:
Pensacola Sports Foundation
101 W. Main St.
Pensacola FL 32502



SPECIFY YOUR REQUEST FOR PENSACOLA SPORTS FOUNDATION

Limit project narrative to (two) pages

Please include the following:

- Target audience
- Goals
- Activities
- Cost estimates
- Evaluation criteria
- Budget for this project
- Sustainability

I certify that to the best of my knowledge the statements contained in this application are true, correct and complete.

Applicant:

Signature

Print

Date

Return grant request to:
Pensacola Sports Foundation
101 W. Main St.
Pensacola FL 32502