

Date: September 1, 2001

To: Executive Members

From: AYSO Grant Commission

Re: **AYSO Grant Procedure**

AYSO set aside funds to assist regions in need. An outline of eligibility and procedures for application follows.

The available funds will be dispensed in any given year based on actual need as demonstrated in the grant application. The grant can be up to \$5 per player, to a maximum of \$3,500.

The Grant Commission will review and make the final decision on all grant applications.

Region's eligibility for an AYSO Grant

- Be a chartered region in good standing with the National Support and Training Center (current regarding players and volunteers registration, financial reporting, etc.)
- Must have been a member of the Organization for at least two years

Criteria for Grant Application

- Assistance to economically or geographically disadvantaged regions for:
 - * Development or maintenance of fields (lights, grading, seeding or sod, sprinklers, etc.)
 - * Purchase of equipment (goals, nets, etc.)
 - * Promotion such as advertising, flyers, banners, billboards, etc.
 - * Coach/ referee training and materials Administrative training, either locally or at Section Meetings
 - * Expansion of the program
- Assistance to regions that are affected by natural or other disasters for help to:
 - * Repair, develop or maintain fields (lights, grading, reseeding, sod, sprinklers, etc.)
 - * Replace uniforms, equipment, goals, and nets
- Direct waiving of registration fees will not be part of the process, but assistance with a player registration fee increase will be considered.

Note: A request for an AYSO Grant cannot be for on-going annual operating expenses of the program.

Deadlines:

- Deadlines for applications are **June 30th** and **December 31st** of each year.
- In case of a natural disaster or other special circumstance, the application should be submitted as soon as needs are determined.
- Incomplete applications will be returned and will not be processed until resubmitted.

Regional Application Process:

- The Regional Commissioner, the Area Director and the Section Director must sign the application.
- The application must include a copy of the current budget, the Regional Information Form (RIF) and a current statement of income, expenses and cash balances.
- The application must include any pertinent information to support the need of a grant at this time.

Endowment Fund Procedures:

- The region will be advised of the Grant Commission decision by August 31st (for June 30th filing deadline) or by February 28th (for December 31st filing deadline). If the Grant is approved, a grant agreement document will be sent to the Regional Commissioner for his/her signature.
- Grant funds will be disbursed upon receipt by the National Support and Training Center (NSTC) of copies of paid bills, invoices, or related documentation, satisfactory to AYSO, to support the fact that such expenditures were in fact made and were appropriately related to the purpose of the Grant.
- An annual report will be made to the membership to include all assistance rendered to regions; including donated uniforms and equipment, as well as funds disbursed from endowment fund.

AYSO Grant application

Region number: _____ Section: ____ Area: __

Communities served: _____

Regional Commissioner: _____

Address: _____

Telephone: (Day) _____ (Home) _____ E-mail

Number of players registered: _____ Amount requested: \$ _____

Grant's purpose: _____

The application must include:

Regional Information Form (RIF)

Current budget

Current statement of income, expenses and cash balances

Detailed information and documentation to support this request.

The application must be signed by the following executive members:

Regional Commissioner: _____ Date: _____

Area Director: _____ Date: _____

Section Director: _____ Date: _____

Please mail the application and supporting documentation to:

AYSO

*C/O Controller
P.O. Box 5045
Hawthorne, CA 90251-5045*

** * * Incomplete application will be returned and will not be processed until resubmitted * * **