CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT

POLICY OF ASSISTANCE TO IMPROVE YOUTH SPORTS FACILITIES

[YEAR] TOTAL GRANT FUNDS PROPOSED: [AMOUNT]

PURPOSE FOR ASSISTANCE

To provide or improve facilities for youth sports in Huntington Beach by providing supplemental assistance to the nonprofit group's existing resources for projects as proposed (not ongoing operational costs). **Grants must be for capital expenditures such as permanent construction/repairs (backstops, lights, etc.) not portable fixtures or equipment and project must be located on public property within the City of Huntingotn Beach Boundaries.** See examples on Page 3.

NOTE: An organization may submit more than one project for grant funding consideration. However, each project requires its own application. Priority will be given to applications that benefit more than one youth sports organization and/or school boosters club.

ELIGIBILITY

1. The majority of people directly served by the group must reside in Huntington Beach.
2. The group must provide proof of nonprofit status. Non-profit organizations with 501(c)(3) status will receive highest consideration, but other types of non-profit groups will also be considered for funding.
3. Organizations affiliated with schools or governmental entities are not eligible for a grant. For example: the PTA is not eligible but a booster club or a non-profit youth sports organization is.
4. Projects or improvements are submittited with the expectation that they will be in existence for minmum of 7-10 years.

CRITERIA

All applications must meet the following criteria:

1. The project's main function must be youth sports oriented.
2. The group must be willing to accept all maintenance and operating responsibilities.
3. The groups must be requesting permanent construction or facilities, not portable equipment or supplies.
4. Funds must be expended within six months of approval (extensions may be approved by the Youth Sports Grant Committee with acceptable justification).
5. Groups must provide proof of expenditures (receipts, etc.) for city audit purposes within 60 days of completion of project.
6. Written approval is required from the property owner and the City to proceed with improvements requested. If school property, the school district superintendent or assistant superintendent/business manager must sign the attached form and agree to the maintenance plan.
7. Applicants: Be aware that the project may require city or school district permits, public hearings, etc. before construction begins. This time requirement may be a factor in allocating funds.
8. Applications that serve several groups and have groups working together on the project may be given higher priority; i.e., AYSO & Pop Warner; Booster Club and Little League.
9. Application must be typed or legibly printed in black ink and complete when submitted. Incomplete applications may be eliminated from consideration.
10. Please see the attached checklist.
11. Any changes/ alterations to the information on the application or required forms will disqualify the application.

IT IS MANDATORY THAT GROUPS ATTEND THE PRESUBMITTAL MEETING SCHEDULED ON:

[DATE, TIME, ROOM #]. The meeting is to ask questions of staff and committee regarding submitting an application.

GRANT APPLICATION DUE DATE:_____

TIME LINE

Application Available: _____

MANDATORY Presubmittal Meeting: _____

Application Due Date:** _____

Community Services Dept. – City Hall

Grants Approved:* _____

Checks (50% of Grant) Distributed by City Council: _____

*Dates subject to change

****LATE OR ALTERED APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING**

ALLOCATION OF FUNDS

- City will issue grant checks for fifty percent of the grant allocation initially. The remaining fifty percent will be paid to each group after the project is completed and receipts and pictures of completed projects are submitted and reviewed by the city.
- Completion period for grant project begins when initial fifty percent allocation check is presented to the group. Deviations of the process will be at the discretion of the Youth Sports Grant Committee.
- Each group must sign a letter of intent that indicates grant funding will only be used for the project as approved by the commission.
- Groups must provide proof of expenditures (receipts, etc.) for city audit purposes within 60 days of completion of project. Final payment will be withheld until this documentation is provided.

UNEXPENDED OR NEW GRANT FUNDS

If unexpended or additional funds become available after the initial allocation has been made, the Community Services Commission will formulate another recommendation for allocations, or refer it back to the Youth Sports Grant Committee. The ways in which unexpended or additional funds become available are:

- A group receiving a grant award opts not to use either a portion or the full amount of the funds awarded.
- A group fails to expend grant funds within six months of the award and no extension has been approved.
- A group does not complete project within one year of the award and no extension has been approved or does not complete the project as approved by the Youth Sports Grant Committee.
- Additional funds from other sources become available within the same fiscal year of the initial allocation process.

All groups submitting applications, whether they received funding or not, will be considered.

MANDATORY Presubmittal Meeting: Date, Time & Room # at City Hall. This meeting is to ask questions of staff and committee regarding submitting an application.

GRANT APPLICATION DUE DATE:_____

**** LATE OR ALTERED APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING****

Applicants are encouraged to hand deliver application or send certified mail to insure application is received by due date:

Ray Frankeny
City of Huntington Beach, Community Services Department
2000 Main Street
Huntington Beach, CA 92648

EXAMPLES OF ACCEPTABLE EXPENDITURES

The Youth Sports Grant is set up to provide funding for capitol projects, not ongoing operations or maintenance. Therefore, acceptable expenditures would be the renovation of a sports field (sprinklers, reseeding, etc. as part of an overall project), construction of a backstop, roller hockey rink, basketball court, batting cages, permanent lights, and other construction or renovation projects.

The committee has taken a position that the funds should have a direct benefit to the youth; therefore, bleachers, snack bars, and storage facilities have a low priority when being evaluated by the Community Services Commission.

Expenditures that are not acceptable are those that relate to operation or maintenance; such as the purchase of equipment, temporary portable roller hockey walls, light bulb replacement, lawn mowers, fertilizers, etc.

Therefore, an acceptable project might be the renovation of a soccer field that includes new sprinklers, fertilizer, sod, etc., but it would not be acceptable to request an ongoing maintenance item such as just fertilizer. The difference is that one is ongoing maintenance and the other is the actual renovation of a field or construction of a new sports amenity. Another example is lights. Constructing sports lights at a school is a qualifying project; replacing light bulbs is maintenance and, therefore, does not qualify.

GRANT APPLICATION DUE DATE:_____

HUNTINGTON BEACH

CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT

YOUTH SPORTS GROUP
REQUEST FOR ASSISTANCE

Date: _____

Youth Sports Group: _____

PRESIDENT

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

GROUP REPRESENTATIVE

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

GROUP DEMOGRAPHICS

Nonprofit Status: 501(3)c#: _____ Other: _____

Primary function of project is youth sports? _____Yes _____No

Number of Participants: _____ Number of Huntington Beach Residents _____

% of Huntington Beach Residents _____ Age Range of Participants _____

Service area: _____

Season duration: From _____ To: _____

Sports field/facility location: _____

Which groups share this field/facility? _____

_____

AMOUNT OF GRANT REQUESTED FROM CITY: $ _____

MANDATORY Presubmittal Meeting: Date, Time and Council Chambers City Hall. This meeting is to ask questions of staff and committee regarding submitting an application.

GRANT APPLICATION DUE DATE:_____

HOW WILL THIS GRANT CREATE ADDED OPPORTUNITIES FOR MORE YOUTH TO PARTICIPATE?

PURPOSE OF REQUEST:

GRANT APPLICATION DUE DATE:_____

ASSISTANCE REQUESTED (Itemize or spell out assistance):

ITEMIZED PROJECT COST (Attach detailed plans and budget; provide detailed breakdown of expenditures, including contractor's proposals):

GROUP CONTRIBUTION TO PROJECT:
Financial Contribution:

In Kind Contribution (labor, donated material, supplies, etc.):

Have other groups been contacted to share in this project including financial and maintenance contributions?

Maintenance plan including property owner and other groups sharing the field:

Person contacted:

GRANT APPLICATION DUE DATE:_____

OTHER PERTINENT INFORMATION

_____

_____

_____

_____

THE ATTACHED IS REQUIRED FROM THE PROPERTY OWNER (IF NON CITY OWNED) INDICATING THE GROUP HAS PERMISSION TO USE THE SITE AND IN AGREEMENT TO THE MAINTENANCE PLAN. THIS LETTER MUST BE SUBMITTED WITH THE COMPLETED APPLICATION. IF SCHOOL PROPERTY, THE SCHOOL DISTRICT SUPERINTENDENT OR ASSISTANT SUPERINTENDENT/BUSINESS MANAGER MUST SIGN FORM.

☐ **CHECK HERE THAT THE PROPERTY OWNER FORM IS ATTACHED TO COMPLETE PACKET.**

Name of property owner:

Name of person responding:

Title:

Address:

Phone:

Email:

☑ GROUPS MUST FILL OUT APPLICATION FORM COMPLETELY. GROUPS MAY SUPPLY AN ADDITIONAL THREE PAGES OF BACK-UP INFORMATION IN ADDITION TO THE APPLICATION FORM AND COPIES OF ANY PHOTOS.

☑ PRE-CONSTRUCTION PHOTOS (COPIES) OF THE SITE, FACILITIES, ETC. MUST ACCOMPANY PROPOSAL.

☑ **SUBMITTAL FORMAT**

☑ INCLUDE **8 COLOR** COPIES OF COMPLETED GRANT APPLICATION, WHICH MUST INCLUDE COLOR COPIES OF ANY PHOTOS (on 8½ x 11 paper) OF THE AREAS THAT WILL BE AFFECTED.

☑ APPLICATIONS SHOULD BE THREE-HOLE PUNCHED AND STAPLED IN THE TOP, LEFT HAND CORNER.

I certify that the information in this proposal is accurate. Our organization is prepared to accept all related maintenance costs.

_____
Group President

If questions arise regarding the procedure or form, please contact Ray Frankeny at (714) 536-5230.

MANDATORY Presubmittal Meeting: Date, Time and Room # at City Hall. This meeting is to ask questions of staff and committee regarding submitting an application.

GRANT APPLICATION DUE DATE:_____

CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT

YOUTH SPORTS GRANT PROGRAM
SCHOOL DISTRICT APPROVAL FORM AND AGREEMENT

This letter is to confirm that the youth sports group(s) listed below has presented to the school district the proposed grant project. The school district, having reviewed the grant application, concurs that the youth group(s) may do this project at the school site specified below. Therefore, please consider this letter the school district's authorization including any district conditions on the project. **By granting approval for this project, I/ We understand that this facility will continue to be made available to local City of Huntington Beach youth sports groups.**

School District: _____ Date: _____

School Site: _____

Grant Project Title: _____

Youth Sports Organization(s) Involved: _____

_____

_____

_____

Conditions Placed on the Project by the School District:

_____

_____

_____

_____

_____

_____

_____

Based on the above conditions, the proposed project listed above is approved by the school district.

Signature: _____
(School District Superintendent or Assistant Superintendent/Business Manager)

CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT

LETTER OF UNDERSTANDING

To the City of Huntington Beach:

As the delegated representative of _____, it understood by our group and myself that if we receive a grant for the [YEAR] Grant Program and do not finish the project, or do not request an extension, that our group is responsible for returning/ repaying the City of Huntington Beach the entire amount of the initial Fifty percent (50%) check that was issued to our group. It is further understood that the allocated money will be used for the approved project only and not for other improvements not approved by the [YEAR] Grant Committee.

It is further understood that final payment on a completed project will not be made until all invoices are turned in and a representative of the City of Huntington Beach approves the work.

Signed:_____ Date:_____

Name Printed:_____

Organization:_____

CHECK LIST

Please indicate that the following items are enclosed.

Yes	No	ENCLOSURES
❒	❒	Maintenance plan with agreement from the property owner
❒	❒	Detailed itemized list/breakdown of expenditures with legitimate supplier/contractor proposals, not totals only. Also, identify leased versus purchased items.
❒	❒	Proof of non-profit status
❒	❒	Letter from the school district approving the project and stating this school will be available for use for City of Huntington Beach Youth Sports Organizations
❒	❒	Letter of understanding regarding the grant money.
		NOTE
❒	❒	Does your group accept all operating and maintenance costs?
❒	❒	If this committee grants half (or less) of your request, can you still complete the project or make the purchase? NOTE TO SCHOOLS BOOSTERS: This may require a partnership with those groups that use the school's facilities/fields.
		Please indicate the minimum percentage and/ or dollar amount of the grant request your organization will need to complete the proposed project: _____

HUNTINGTON BEACH

CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT

YOUTH SPORTS GRANTS
ORDER OF EVENTS

[YEAR]

SUBJECT TO MINOR CHANGES

	DATES
1. Application sent out to Committee for review.	_____
2. Deadline for response from Committee.	_____
3. Grant Application out to youth sports groups and organizations.	_____
4. First Grant Committee meeting.	_____
5. Required Pre-submittal meeting for Youth Sports Groups.	_____
6. Deadline for submitting Grant Applications.	_____
7. Committee tour of facilities.	_____
8. Grant committee review meeting to propose allocation of funds.	_____
9. Grant allocations list to Community Services Commission for approval.	_____
10. Grant recipients notified of awards by mail.	_____
11. Grant recipients receive 50% checks at City Council Meeting.	_____

CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT

YOUTH SPORTS GRANTS

Applications for the City of Huntington Beach Youth Sports Grants are now available on-line and from the City's Community Services Department (714) 536-5486. The Youth Sports Grant program is designed to improve facilities for youth sports in Huntington Beach by providing supplemental assistance to nonprofit youth group's existing resources for projects as proposed (not ongoing operational costs). **Grants must be for capital expenditures such as permanent construction/repairs (backstops, lights, etc.) not portable fixtures or equipment and project must be located on public property within the City of Huntington Beach.** For more information regarding qualifications and requirements, please refer to the Youth Sports Grant Application. This information is currently available on the City of Huntington Beach website.