

## **Distribution of FOCA Program Development Funds Grants Application**

### Eligibility

Any high school athletic team is eligible to apply for program development funds from the Friends of Cambridge Athletics (FOCA). Eventually, elementary school feeder teams will be eligible.

### Application Dates

Applications will be received, reviewed, and approved twice per school year.

**PLEASE PUT APPLICATIONS IN THE FOCA MAILBOX OUTSIDE THE ATHLETICS OFFICE.**

### Emergency Provision

FOCA may receive, review, and vote on applications at any time if they respond to unforeseen circumstances. Emergency applications must fill out the same form as regular applications plus describe the nature of the circumstance/s. A decision by FOCA cannot occur at the same meeting as the application is initially presented and discussed.

### Type of Eligible Funds

In order of priority, FOCA will consider:

1. Matching Funds [The applicant's match shall be available at the time of FOCA's matching contribution].
2. Grants

### Criteria for Evaluating and Deciding on Applications

- Promotes gender equity;
- Establishes start-up teams;
- Cannot be funded through the School Department budget;
- Furthers the Cambridge Athletic Department's agenda and five year program development plan [Copies to be provided by Athletic Program Director];
- Responds to the needs of athletes who participated in FOCA fundraising activities.

## Procedures for Funding High School Athletic Program Development Activities

Step 1: Coach or parent fills out an application using FOCA's form. **It must be signed by 2 parents and the coach (for existing teams) or a contact person.** A contact person needs to be identified for each application.

If applying for matching funds, include evidence of the availability of the match. If approved for a match, these funds will be placed in FOCA's team account.

Step 2: Submit a copy of the application by 5 pm on the deadline date -- either place in the FOCA mailbox in the CRLS Athletics Office, or send e-mail to FOCA Development Grants Chair.

Step 3: FOCA Program Development Grants Chair prepares materials for committee members.

Step 4: Committee meets and makes a recommendation to FOCA.

Step 5: FOCA board members vote on how to allocate available funds. We may approve, deny, or partially fund requests. Not all available funds must be distributed.

Step 8: FOCA Program Development Committee members notify coaches of the decisions.

Step 9: Coaches submit FOCA invoice form, and the FOCA Treasurer processes and distributes funds.

In addition, FOCA will monitor funded projects and conduct periodic evaluations to ensure that funds are properly spent.

**ALL AWARDED FUNDS NEED TO BE SPENT WITHIN ONE CALENDAR YEAR. IF NOT, THE MONEY REVERTS TO FOCA.**

APPLICATION FOR PROGRAM DEVELOPMENT FUNDS  
HIGH SCHOOL ATHLETICS

Date: \_\_\_\_\_ Fall or Winter Grant Round (circle one) School Year: \_\_\_\_\_

Sport: \_\_\_\_\_

(Check below)

Girls \_\_\_\_\_

Boys \_\_\_\_\_

Type of Funds Requested: (Check below)

\_\_\_\_\_ Matching Funds

\_\_\_\_\_ Grant

Amount of Funds Requested: \$ \_\_\_\_\_

Contact Person:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

Project Description (mention any volunteer contributions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Criteria:

(Check all relevant criteria and explain)

\_\_\_\_\_ Gender equity \_\_\_\_\_

\_\_\_\_\_ Start-up \_\_\_\_\_

\_\_\_\_\_ No city funds available \_\_\_\_\_

\_\_\_\_\_ Fits Athletic Department's agenda \_\_\_\_\_

\_\_\_\_\_ Athletes' participation in fundraising \_\_\_\_\_

For Matching Funds Requests:

Document availability of matched funds \_\_\_\_\_

**Three signatures required --Two participating parents and team coach or contact person:**

\_\_\_\_\_

\_\_\_\_\_