



Application Instructions

FY2024 YOUTH & AMATEUR SPORTS BIENNIAL GRANT

AZSTA
ARIZONA SPORTS & TOURISM AUTHORITY

Core Requirements

1. Applicants **must** be a Maricopa County agency, municipality, school district, an incorporated public entity (including any combination of the forgoing), or a non-profit organization designated as 501 (c)(3) or 501 (c)(4) by the IRS for **no less than one calendar year**.
2. Proposed projects must be within Maricopa County, Arizona.
3. Funding will be considered for facility/field construction, renovations, lighting, equipment, and select program operations.
 - AZSTA may match 2/3 of the project's total cost up to a maximum of \$250,000.
 - Applicants must provide evidence that it has set aside funding to meet their match requirement (50% time of application; 100% at time of award/funding agreement).
4. Funding will not be provided for overhead/administrative expenses, loans or endowments, conferences, individuals, tournaments, travel, capital campaigns, or any other category that the Authority, in its sole discretion, considers to not be related to the goals and objectives of the grant.
5. Applications will be forwarded to the Authority's Youth and Amateur Sports Committee for their individual review and consideration; the Committee will host a public meeting to determine award recommendations for the Board of Directors.
6. The AZSTA Board of Directors will host a public meeting to consider the Committee's recommendations and make final approval decisions for the recommended Biennial Grant applications.

Factors for Consideration

Qualifying projects will be considered based on the following criteria:

- Project is adjacent, in proximity, or will benefit a public school
- Project will benefit the local community (number of individuals impacted)
- Organization has a demonstrated financial need
- The sustainability of the project
- First-time applicant. *Previous AZSTA grant recipients are encouraged to apply, but may not be as highly considered as first-time applicants.*

Completing the Application

Carefully read ALL instructions before completing the online application. Also, review ALL the information about the biennial grant found at <https://az-sta.com/grants.php> in the Grant Application and Required Documents section.

1. The application link will be available **March 1, 2023 at 9 a.m.** and will close promptly at **5 p.m. on March 31, 2023.**
2. Applications must be completed and submitted by clicking “SUBMIT” at the end of the application.
 - a) Handwritten, emailed, faxed, or paper copies of the application **will not** be accepted.
 - b) Applications not conforming to the requirements as contained within the instructions are incomplete and will not be considered for funding.
3. The FY2024 YAS Biennial Grant Budget Worksheet should be completed and submitted with the application in **EXCEL format** and should **not** be recreated or modified.
4. If using in-kind or cash donations, the In-Kind and/or Funding Partnerships Tab must be completed in the FY2024 YAS Biennial Grant Budget. Also, vendor quotes supporting the in-kind donation(s) and commitment letter(s) from funding partnerships are required.
5. Review the **Required Supplemental Information** in the next section as **ALL** supplemental documents **MUST** be uploaded into the application in the sections provided. Supplemental documents will not be accepted via email or otherwise.
6. File names for your supplemental information should begin with your organization name (e.g. OrgName Budget.xls).
7. Prepare to be concise in summary descriptions as these boxes are word limited. Limits are noted in each description section of the application.
8. Authorized Signatory – The applicant **MUST** attest they are authorized to sign on behalf of the organization and **TYPE** in their name, title, and date. **DO NOT PRINT AND SIGN** (refer to #2 of the instructions).
9. Requests for further information, clarification, or assistance should be addressed directly with the Authority’s grant manager, Heather Rayfield, by emailing heather@az-sta.com.

Required Supplemental Information

The following list of items **MUST BE UPLOADED** into the application. **Please note and strictly adhere to the document format requirements.**

- IRS Determining Status Letter for 501 (c)(3) and 501 (c)(4) Non-Profit Organizations (if applicable - **PDF format**)
- List of Key Staff/Organizational Chart/Board of Directors (**PDF Format**).
- Year-End Financial Statements (**PDF Format**) or URL link to Financials located on organization’s website.
- Ownership/Lease Documents of Land or Facility (if applicable-**PDF Format**)
- Location Map/Site Plan (if applicable - **PDF Format**)
- Project Photos (limited to **5 PDF or Image Files**)
- Fee Structure (for Facility Users – **PDF Format**)
- Biennial Grant Budget Worksheet – The budget worksheet **MUST** be used and **UPLOADED** in **EXCEL FORMAT** (do not modify or recreate).
- Secured Funding Financial Statements – Bank statement or other financial institution documentation showing the account information for **RESERVED** funds (**PDF Format**).
- Funding Partnerships – Letters of Commitment for each identified funding source (if applicable - **PDF Format**)
- In-Kind Contribution Vendor Quote (if applicable - **PDF Format**)
- Secured Funding Letter – A letter from the organization Financial Director (or similar) describing all the funding sources and that these funds have been **SOLELY RESERVED** for the project. (**PDF Format**)
- Commitment to Complete Letter – Letter required from the applicant’s Board of Directors or appropriate governing body stating their commitment to complete the project within 12 months of the award. (**PDF Format**)