



## Quick Grant Guidelines & Application Instructions

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### Overview

Pursuant to Arizona Revised Statute, the Arizona Sports & Tourism Authority (AZSTA) has been established in part to promote youth and amateur sports within Maricopa County. Quick grants are an ongoing opportunity for smaller projects up to \$5000. This program was established by the AZSTA Board of Directors to provide “quick” solutions for community needs.

### Funding Criteria

- ❑ Quick Grant applications are accepted on a year-round basis. The Authority sets aside 5% of its annual YAS funding for this program and awards funds on a first come, first serve basis providing that the program's criteria are met. However, applicants who have previously received funding from AZSTA may not be as highly considered.
- ❑ Grant awards are based on a completed Quick Grant Funding application, project budget template as well as how the project will benefit a local school, the community, and demonstration of financial need.
- ❑ Quick Grants are **limited to two-thirds** of the total cost for the project identified, up to a **maximum of \$5,000**. AZSTA, in its sole discretion, may award less than the amount requested. The applicant is required to contribute a minimum of one-third of the total project costs.
- ❑ The Authority will not approve requests for items previously purchased or program monies previously expended.
- ❑ Factors considered in awarding grants will include, but are not limited to:
  - Benefit to local school
  - Benefit to the local community
  - Statement of Need
  - Sustainability of Program
- ❑ Quick Grant funding is primarily focused on equipment related needs.
- ❑ Quick Grant funding **will not** be awarded for: fixed overhead/administrative expenses (e.g. salaries, rent, utilities, etc.), loans/endowments/grants, conferences, individuals, tournaments, fundraisers, or benefit tables; travel expenses outside of Maricopa County; capital campaigns; funding to maintain the sustainability of an organization, program, or anything else deemed as not serving the youth and amateur sports community within Maricopa County.
- ❑ All items included in the project request must remain with the organization and cannot be kept by or given to the individual participants.

- ❑ Once a grant has been awarded, the Authority's funds will be provided on a reimbursement basis after the Applicant has completed and fully funded the approved project grant request. In order to receive reimbursement, the Applicant must complete both the **Quick Grant Project Summary Report** and the **Quick Grant Reimbursement Request Form**.
- ❑ All approved Quick Grant projects **must be completed and forms submitted to the Authority within 90 days of the award or the award shall automatically be rescinded** by the Authority. If rescinded, the organization must wait six months to re-apply.
- ❑ Any increase to the project costs shall be the sole responsibility of the Applicant. Any project savings shall be shared on a pro-rata basis between the Applicant and the Authority. The Authority will not provide reimbursement for any items not matching the original grant request.
- ❑ Quick Grants are made at the sole discretion of AZSTA.
- ❑ Once an accurately completed reimbursement form and required proof of payment is received, reimbursements may take up to 15 business days to process.

## Funding Eligibility

- ❑ The applicant **must** be a Maricopa County Agency, municipality, school district, or any other incorporated public entity (including any combination of the foregoing), or a 501 (c) (3) or (c) (4) nonprofit organization, which has been in operation for a minimum of one calendar year (evidence required).
- ❑ Applicants are limited to one Quick grant during a 12-month period (determined by the date of reimbursement).
- ❑ Biennial Grant recipients within the prior two fiscal years are not eligible for a Quick Grant.
- ❑ Applicants who have previously received funding from AZSTA may apply for funds, but may not be highly considered as others who have not received prior funding.

## APPLICATION INSTRUCTIONS

- ❑ Collect dated, itemized price quotes from vendors
  - If using online resources, print and scan to .pdf files
  - DO NOT provide "links" to online quotes
  - PDF quotes MUST be UPLOADED into the online application
- ❑ Download and complete the YAS Budget Worksheet
  - Follow instructions provided in the form
  - Enter vendor, a BRIEF description, and cost (itemized quotes provide detailed descriptions)
  - **DO NOT RECREATE FORM**

## APPLICATION INSTRUCTIONS (cont.)

- Review the supplemental information in the next section and ensure you have all the necessary documents for your application.
- Once the quotes, budget worksheet, and supplemental documents are ready, open the online application.
- Required fields are indicated with a red asterisk.
- A project description of at least 100 words and a maximum of 500 words is required to be completed in the application.
- UPLOAD the YAS Budget Worksheet, quotes, and any other required documentation based on your organization type.
- Complete the attestation and SIGN the application with your mouse.
- You may save this application and return later by clicking SAVE at the bottom of the page. You will receive a SAVE YOUR PROGRESS screen; click SKIP CREATE AN ACCOUNT. An opportunity to enter your email address to send a link to the saved document will then be presented.
- Applications must be completed and submitted by clicking "SUBMIT" at the end of the application.
- Handwritten, emailed, faxed, or paper copies of the application WILL NOT be accepted.
- Applications not conforming to the requirements as contained within the instructions are incomplete and will not be considered for funding.

## SUPPLEMENTAL INFORMATION

- Booster Clubs, PTAs, or Parent Organizations** requesting funds on behalf of a school must submit a signed and dated letter from the school principal, district superintendent, or athletic director acknowledging the grant application has been submitted and authorizing the club to raise funds on behalf of the school. The letter must be provided on school or district letterhead.
- IRS letter determining 501 (c) (3) or 501 (c) (4) status
- Dated price quote(s) to support the pricing for requested items
- Other information as determined by AZSTA