



# GRANT APPLICATION

**ACCEPTED OCTOBER 1<sup>ST</sup> - DECEMBER 1<sup>ST</sup> ONLY**

## **STEP 1: ELIGIBILITY**

*Grants must be awarded to eligible organizations including 501(c)(3) nonprofits, congregations, and governmental and educational institutions. If the organization conducting the project does not meet these criteria, a grant can be applied for under the fiscal sponsorship of an eligible organization.*

Areas Not Typically Funded:

- Direct support of individuals
- Duplication of existing programs or services
- Travel and conferences
- Projects that are funded by federal, state or local government
- Projects that promote political views
- Sponsorships

B.T.E.P.'s funding interests align with non-profits that serve under-served athletic programs and non-profits organizations. Programs that serve under-served children are given priority.

## **STEP 2: APPLICATION SUBMISSION**

- To begin the grant application process grant seekers are asked to provide:
- General information about your non-profit, summarize the project and how you will evaluate the project's success, project budget and supporting documents.

## **STEP 3: APPLICATION REVIEW**

Your grant application is reviewed by staff and/or board. During this process, our staff may request more information or conduct a site visit. You will be notified as to when you can expect a decision.

## STEP 4: FINAL DECISION

A final decision about your grant is made by the staff and/or board. Your non-profit may receive full or partial funding, or we may decline to fund your project. You will receive notification of the decision by phone call, email or letter.

## STEP 5: GRANT AWARDED

If your grant is approved, within two weeks of the decision your organization will receive an award agreement to be signed as well the reporting requirements. Once we receive the signed award agreement:

- Non-Profit Organizations: a grant check will be mailed shortly thereafter
- Athletic Programs: the equipment/apparel needed will be purchased by B.T.E.P on your behalf

Organizations that receive a grant are required to submit a report. This report helps to measure the impact of the program as well as to confirm that the funds granted were used for the intended purpose.

## ORGANIZATION DETAILS:

Date of Application:	
Legal name of organization/school applying: <i>(Should be same as IRS determination letter)</i>	
Year Founded:	Current Equipment/Apparel Budget:
Coach/AD:	Email Address:
Contact person/title/phone number: <i>(If different from executive director)</i>	
Address: (principal administrative office)	City/State/Zip:
Phone Number:	Web address:

INFORMATION: [HERB@BTEPINC.COM](mailto:HERB@BTEPINC.COM)



GRAPHICS: [LEANNE@BTEPINC.COM](mailto:LEANNE@BTEPINC.COM)

**PROJECT INFORMATION:**

Project Name:	
Purpose of Grant:	
Geographic Area Served:	
Dates of the Project:	
Amount Requested & Total Project Costs:	\$                          \$
List any previous support for this project:	

**PROGRAM QUESTIONNAIRE:**

Which of the following would you identify as needs for your athletic program?  
Choose a number between 1 and 4, with 4 being the biggest need.

YOUTH RECRUITMENT \*

ORGANIZATIONAL SUPPORT (SCHOOL BOARD, AND PROGRAM DEVELOPMENT;  
STRATEGIC PLANNING) \*

EQUIPMENT \*

ADMINISTRATION/ORGANIZATION SUPPORT (I.E. TECHNOLOGY, OFFICE  
EQUIPMENT, SUPPLIES, COMMUNICATION, ETC.) \*

RECRUITMENT, TRAINING AND RETENTION OF COACHES \*

TRANSPORTATION \*

PROGRAM LIABILITY INSURANCE \*



ENGAGING AND WORKING WITH PARENTS \*

PERMITTING, FIELDS AND FACILITIES \*

FUNDRAISING SUPPORT, SPONSORSHIPS, MARKETING AND PR \*

DO TEAMS HAVE TO LIMIT PARTICIPATION? \*YES/NO

DUE TO A LACK OF RESOURCES OR EQUIPMENT? \*YES/NO  
IF YES, HOW MANY YOUTH ARE TURNED AWAY?

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**GRAPHICS: [LEANNE@BTEPINC.COM](mailto:LEANNE@BTEPINC.COM)**