

The Olympic Club Foundation
Giving Wings to Youth

Grant Application Instructions

The Olympic Club Foundation supports and encourages participation by Bay Area youth in amateur athletics. Our mission is to financially support programs, which share our belief that participation in organized athletics enriches young lives and develops future community leaders.

The Olympic Club Foundation supports a variety of athletic programs. Funding may be awarded to grantees as challenge grants, capital campaign grants, designated funding, event sponsorship, and matching grants for specific athletic projects and programs. These projects may include building and construction projects, including renovation projects that support athletic programs; individual youth athletic development programs; and athletic projects that build youth self-esteem, confidence, and inner self worth.

The program for which you are applying must serve residents of the following Bay area counties: Alameda, Contra Costa, Marin, Sonoma, Napa, Solano, Santa Clara, San Mateo, or San Francisco.

All funds must be distributed to an organization exempt under Internal Revenue Code Section 501(c)(3) and designated "not a private foundation" as defined in Internal Revenue Code Sections 509(a) and 170(b)(1)(A).

All applicants must complete the attached application form. It includes basic information about your organization, a narrative section, and a section listing required attachments. Please answer the questions in the narrative section in a letter or on separate sheets of paper, with paragraphs numbered to correspond with the questions. If you have your own form of proposal you may use it, but you still must indicate on the application form where the information is to be found in your proposal form. Please submit **ONE COPY of each grant application proposal. NO STAPLES**

Effective grant making requires close communication between grantees and the Foundation. You are encouraged to consult with the Executive Director at any point in the application process if you have questions or need further information.

After your proposal is received, the Foundation Director will follow up if additional information or a site visit is needed. The entire grant process - from submission of your proposal through a final decision by the Board of Directors - can take from two to six months. In general, if an organization's proposal is declined funding by the Board of Directors the Foundation expects the applicant to wait a year before submitting another request.

Proposals should be sent to: **The Olympic Club Foundation**
524 Post Street
San Francisco CA 94102

If you wish to contact the Foundation: info@olyclubfdn.org or 415-345-5230



Giving Wings to Youth

Grant Application

General Information

Date Prepared

1. Name of Organization:
2. Address of Principal Office:
3. Contact Person:
Title:
Telephone Number:
Fax Number:
E-mail Address:
Website:
4. Was organization founded as a nonprofit? Yes No
5. Has organization qualified as tax exempt under IRC Section 501(c)(3)? Yes No
6. Has organization been designated by IRS as "not a private foundation" as defined in IRC Section 509(a) and 170(b)(1)(A)? Yes No
7. When was organization incorporated? _____ Where? _____
8. Have you received prior funding from The Olympic Club Foundation? Yes No
If "yes," please list year(s) and amount(s):
9. Amount of current grant request \$ _____
10. For entire organization:

Program costs	\$ _____	% _____
Fundraising costs	\$ _____	% _____
Administrative costs	\$ _____	% _____
11. Are the organization's financial statements audited? Yes No (If yes, how often?)
12. Grant Prepared By: Name:
Title:
Address:
Telephone:
E-mail Address

Grant Request Narrative Information

13. Please include a one-paragraph summary of your proposal. What are the most important points you would like us to know about your project?
14. What program or project are you asking the Foundation to support? What are your goals and what would you like to see happen?
15. The program would meet what community needs? Why is this program unique? What challenges are you trying to overcome? What issues are you trying to address?
16. What is the target population? Please include age, demographic area, and number of youth served.
17. If this is a new program offered by an existing organization, how does it fit within the overall goals of your organization?
18. What are the specific expected outcomes of the program, for this year and long term?
19. Will you be collaborating with other agencies? If so, please list.
20. Why is your organization uniquely or well positioned to serve the target population? How does your proposed program complement or supplement other programs?
21. What are the qualifications of key personnel?
22. What is the expected project completion date (if applicable)?
23. What is the funding deadline for the project (if applicable)?
24. Is this grant intended to qualify as matching funds?
25. If this grant request is for an ongoing program, how do you plan to fund the program in the future?

Required Attachments:

- A. Letter from the United States Treasury Office stating your organization is tax exempt under Internal Revenue Code Section 501(c)(3) and "not a private foundation" as defined in Internal Revenue Code Sections 509(a) and 170(b)(1)(A). No grant will be considered for an organization that does not have this status.
- B. Most recently filed Form 990 or 990EZ
- C. List of officers and Board of Directors and their affiliations (if no Form 990 is provided)
- D. A detailed budget for the project and a budget narrative. In addition, please submit a copy of your organization's overall operating budget.
- E. Financial statements for the previous two years. If financial statements are audited, the most recent audited financial statements with two-year comparison may be submitted. If the most recent audit was more than 1 year ago; please submit interim un-audited financial statements.
- F. A detailed timeline of the project.
- G. Other sources of support for this project, including names of prospective donors, the amount of funding requested, and any funding received to date.
- H. **Submit ONE COPY of each grant application proposal. NO STAPLES**