

*Policies and Procedures*

*Table of Contents*

1. [Introduction 2](#_Toc494019747)

[II. Grants Program Mission Statement 2](#_Toc494019748)

[III. Grants Program Priorities 2](#_Toc494019749)

[IV. Grants Program Objectives 2](#_Toc494019750)

[V. Grant Basis 3](#_Toc494019751)

[VI. Application Process 4](#_Toc494019752)

[VII. Grant Calendar 6](#_Toc494019753)

[VIII. Process of Awarding Grants 7](#_Toc494019754)

[IX. Definitions 7](#_Toc494019755)

# Introduction

The Southern Ohio Adult Soccer Association (SOASA) has established the Grants Program to provide its member associations and leagues access to additional financial resources at the “grassroots” level of the game to increase and enhance membership.

# Grants Program Mission Statement

The Grants Program seeks to foster competition, create new membership opportunities, and encourage participation in adult soccer.

# Grants Program Priorities

The priorities of the Grants Program are as follows and are listed without regard to importance:

1. To support long-term membership
2. To promote membership where none previously existed
3. To encourage re-affiliation by members who are no longer affiliated with SOASA
4. To support gender equity
5. To encourage competition under the auspices of SOASA and therefore the USASA
6. To advance programs that will result in increased membership

# Grants Program Objectives

1. Funding for the Grants Program was budgeted by SOASA to provide a framework to place seed money in the adult soccer community for the purpose of building and improving SOASA membership.
2. By providing financial assistance, the Grants Program seeks to:
   1. Increase overall participation in affiliated adult soccer,
   2. Establish a forum (database) of ideas and programs to promote and increase membership, and
   3. Encourage members to add funding or manpower to create more opportunities for the adult soccer player.

# Grant Basis

1. The Grants Program awards monetary grants. The awards are based on the documentation provided in the Application and may be based, in part, on the amount of matching funds provided by the Applicant.
2. Grants are not for multi-year funding, are not renewable, and are not transferable.
3. Grant Applications either for or from the following will not be accepted:
   1. Political campaigns
   2. Capital improvements or projects
   3. Grants for a profitable entity that will not provide or promote a direct benefit for a non-profit entity
   4. Pass-through grants which would result in the funds being granted for the purpose of being granted to another entity
   5. Associations or entities that are not members of SOASA
   6. Foreign projects or individuals
   7. Applicants that discriminate either directly or indirectly by race, creed, sex, or nationality
4. Grant Applications are encouraged for, but not limited to, proposals that:
   1. Attract new members, for example, by conducting a “soccer summit” to attract unaffiliated leagues
   2. Solicit organizations promoting indoor or coed soccer
   3. Solicit membership of unaffiliated programs, for example, municipal leagues
   4. Create promotional projects or events to persuade former SOASA members to return to SOASA, for example, a mailing to players who are not currently registered or offering reduced membership fees
   5. Provide transitional programs from youth soccer to adult soccer
   6. Create programs that are designed for minorities and the economically disadvantaged
5. An Applicant may submit more than one Application in the same Grant year. A separate Application must be made for each Grant project. If multiple Applications are received for the same project, all Applications associated with that project will be rejected.
6. All Applications in their entirety, including submitted information and documents, become the property of SOASA.

# Application Process

1. Application Submittal
   1. One (1) signed and dated original Application form must be submitted via US Mail, via Email or via Fax., If submitted via US Mail, the Application shall be postmarked no later than November 30 of the application year; if submitted via Email, it must arrive to the Inbox of the Grants Committee Chairman by midnight November 30 of the application year; if submitted via Fax, it must arrive to the fax machine of the Grants Committee Chairman by midnight November 30 of the application.
   2. The Grants Committee will review all Applications meeting the deadline and application requirements by January 31 of the following year.
   3. Applicants should expect that a condition of a Grant award may include a written follow-up report to the Grants Committee or the SOASA Board of Directors regarding the use of the award.
   4. The Grants Committee or the SOASA President may place other conditions upon a grant award as deemed necessary.
2. Application Review
   1. Applications will be reviewed by the Grants Committee Chairman to determine if the Application (a) has been received in a timely manner, (b) meets the criteria of a complete Application, and (c) meets the Grants Program objectives. The Committee Chairman, at his/her discretion, may request additional information from the Applicant.
   2. The Committee Chairman will inform by mail or by e-mail members of the Grants Committee of the Applications received.
   3. If an Application is rejected by the Grants Committee, the Committee Chairman will inform the SOASA President and the Applicant(s) by mail or by e-mail that the Application was rejected and the reason for the rejection.
   4. The Committee Chairman will provide a copy of acceptable Applications to the members of the Grants Committee for evaluation.
   5. A copy of any Application will be provided to the SOASA Board members upon request.
3. Application Consideration

The Grants Committee will categorize the Application as one of the following:

* 1. Acceptable for consideration
  2. Acceptable for consideration with reservation – confirmation of applicant’s SOASA membership required
  3. Rejected – not within the parameters of Grants Program
  4. Rejected – Application incomplete or missing information
  5. Rejected – Application was not typed as required
  6. Rejected – Application was not received in a timely manner
  7. Rejected – for any failure to meet the requirements as specified in this document or on the Application

1. Application Evaluation

1.Members of the Grants Committee will evaluate the acceptable Applications

based on:

* + - 1. Those Applications best meet the Mission Statement of Grants Program,
      2. Those Applications best meet the priorities of SOASA,
      3. Individual merit of the Application, and
      4. Those Applications include provisions for Applicant funding.
    1. Following review of the Applications, the Grants Committee will meet in person or convene via telephone or email to evaluate the Applications. During the meeting or teleconference, each Application will be considered individually. Each Member will provide his/her reason for approval or disapproval. In the case of approval, the Member will provide the funding amount he/she recommends.
    2. Following evaluation, review, and discussion, the Grants Committee will vote on which Applications will be awarded Grants and the amount of the awarded Grant.

# Grant Calendar

1. November 30 of the Application year - Final date (postmarked) for submittal of one (1) original grant application via US Mail, Email or Fax.
2. By January 31 of the Application year – Grants Committee will evaluate grant applications received prior to the deadline and meet all of the grant criteria. The Grants Committee chairman will provide recommendations to the SOASA President for presentation to the SOASA Board.
3. February of Awarding year - The SOASA President will request preparation of the grant award check(s) and decision letter(s). If a follow-up report is required of the awardees, notification of the requirement will be included in the decision letter.
4. Announcement of grant awards will be made at the SOASA Annual General Meeting held during the February of the Awarding year.

# Process of Awarding Grants

1. The Grants Committee Chairman will provide written notification of the Grant recommendations to the SOASA President.
2. The SOASA President will present the award recommendations to the SOASA Board for approval. If requested, the Grants Committee Chairman will appear before the SOASA Board to present the award recommendations in order that any questions regarding the Grants Committee’s decision(s) may be answered in a timely manner.
3. The SOASA Board will notify the Chairman of the Grants Committee of the final grant awards.
4. A Grant Agreement will be issued to the successful Applicant(s). The Agreement will include, but is not limited to, the amount of the Grant, the purpose of the Grant, the condition(s) (if any) of the Grant, and the required reporting dates and information (if any) of the Grant. The Grant Agreement must be completed, signed by the Applicant, and returned to the Grants Committee prior to the issuance of an award check.
5. For grant awards, a letter written by the Grant Committee Chairman will accompany the award check explaining the purposes for which the funds have been awarded. The letter will detail the amount of the funds and the purposes for which the funds have been awarded. (This is critical when only a portion of the grant application receives funding.)
6. A copy of the grant award letter will be sent to the SOASA President.
7. The performance of the conditions of the Grant may be subject to review by the Grants Committee Chairman or the SOASA Board.
8. Other conditions may be established by the Grants Committee or the SOASA Executive Board as deemed necessary.
9. SOASA reserves the right to amend or otherwise change the form or content of the Application at any time.

# Definitions

1. **“SOASA”** is the abbreviation for the Southern Ohio Adult Soccer Association.
2. **“Applicant”** shall be any individual or incorporated or unincorporated entity that is a member of SOASA.
3. **“Application”** refers to the current SOASA Grants Application Form and supporting documentation as required, completed by an Applicant and filed in a timely manner. Handwritten Applications will be rejected. Two (2) signed, original Applications must be submitted for each Grant request.
4. **“Complete Application”** requires that the Application (1) is properly dated and signed by the Applicant or the Applicant’s representative, (2) is the original, (3) includes all requested answers to questions and forms, and (4) provides additional documentation as needed.
5. **“Filed in a timely manner”** means that the Application must be postmarked no later than the deadline date. The Application may be submitted either by the US Mail, Email or Fax.
6. ***“Grants Committee”*** *is comprised of six members and a committee chairman. All are appointed by the SOASA President.*