

OREGON ADULT SOCCER ASSOCIATION

Policies and Procedures



Subject: Field Grants

Effective Date: March 5, 2015

Date of Last Revision: March 10, 2010

This policy is intended to cover most requests for OASA grants. If a league wants to apply for a grant that will not meet the requirements of this policy such as those relating to timing or amount, then the league should apply directly to the Board of Directors.

The OASA President will appoint not less than three members to serve as the OASA Field Grant Committee. This committee will be chaired by an Executive Committee member, as appointed by the President.

All grant requests, whether approved or denied, will be retained in the OASA office for two (2) years.

Budgeted Amount

- \$5,000 budgeted annually

Limit per request

- \$1,000

Eligibility

- All affiliated leagues are eligible.
- Teams, clubs, groups, etc. within leagues are not eligible.
- Affiliated leagues may submit requests on behalf of teams, clubs, groups, etc.

Purpose/Considerations for Funding

- The grant must be used for field development (new or existing), including such areas as planning and building, maintenance, irrigation and draining, sod, field equipment such as goals, corner flags and nets, chalk and lining supplies, lining equipment, and lighting.
- Requests that ordinarily will fall outside of the scope of field development, such as port-o-potties rentals, will be reviewed by the committee to determine whether they will promote soccer and benefit the members in the manner intended by OASA.

Exclusions – the following items will not be considered:

- Payment for labor or hired services
- Facility and storage rental fees
- Prizes (including trophies and money prizes)
- Gifts
- Advertising and promotional materials

Application Process

- The applicant must submit a written letter including the following:
- o League name
- o Amount requested
- o Purpose of project
- o Estimated costs and general timeline
- o Estimated date of completion
- o Who the project will benefit overall
- o How the project will benefit OASA's players
- o Facility responsible party contact information
 - Facility responsible party's consent must be submitted along with the request letter, if applicable.
 - If awarded for work completed or equipment purchased by a facility, the grant will be paid to the facility responsible party and not to the OASA league.
 - Proof of execution must be presented to the OASA office within six months of award.
 - If the requested grant represents only part of the total cost of the field project, the grant will not be paid until all other needed funds have been committed.
 - Any applicable receipts must be legible and included with the grant application.

Approval Process

- The Field Grant Committee will review each request. Requests that meet the policy criteria will be further reviewed by the committee which will then rank each request. Those with the highest ranking (not to exceed \$5,000 combined) will be presented to the OASA Board of Directors or Executive Committee for final approval and award determination.
- Any committee member with a personal interest in a request is expected to recuse himself or herself from determining the outcome of that request.
- The Field Grant Committee has the discretion to deny all or any part of a grant request if it determines that the entire request or the denied part does not reflect the intended purpose of the OASA Field Grant Policy.

Grant Cycle

- Grant requests will be reviewed by the committee quarterly on a first come, first served basis.
- Grant awards approved by the OASA Board of Directors or Executive Committee will be announced after each quarterly review.
- The total of awarded grants in a year will not exceed the annual budgeted amount without approval from the OASA Board of Directors.