



Humboldt Soccer Fund

Applications Accepted Year Round

Grant Guidelines

Humboldt Soccer Fund	Up to \$10,000.00
<ul style="list-style-type: none"> ❖ Region: Humboldt County ❖ Purpose: Humboldt Soccer Fund Soccer Development Grants are designed to support Humboldt County soccer professionals (coaches, trainers, referees, and researchers) development, field development, and soccer participation scholarships. 	

How to Apply

1. Complete and collate one original application in the following order:

- Grant application form
- Project Budget (anticipated) including *how* grant funds will be spent
- Project Narrative (two pages maximum)
- A copy of the organization’s letter of tax exemption (501(c)3 letter)

Please do not submit any additional pages.

Please staple the collated application – do not place in binder or cover.

Please note: For this particular grant process, donors only notify Humboldt Area Foundation regarding requests they would like to fund. Application follow-up is not otherwise included.

Mail to: Humboldt Area Foundation, 363 Indianola Road, Bayside, CA 95524
For more information: (707) 442-2993

Eligibility Requirements

- Applicants to all funds must be nonprofit charitable or public benefit (federal tax exempt) organizations, public schools, government agencies, Indian tribal governments *or* have a qualified fiscal sponsor.
- Grants will not be made for the deferred maintenance or annual operating costs of public institutions, churches, and services of special tax districts, government or cemeteries.
- Grants will not be made for religious activities or projects that exclusively benefit the members of sectarian or religious organizations.
- Grants will not pay for expenses that have already been incurred.
- For additional requirements please see the Fund Description.

Project Narrative

Please attach a narrative no longer than two pages with brief responses to the following:

1. Describe the project and timeline.
2. What are your expected outcomes? How will you measure the success of your project? How will you use that information?
3. Who and how many will benefit from the project?

Total Project Budget

SAMPLE

Expense	Amount requested from HAF (2)	In-kind Donations* (3)	Other funding Sources		Total Budget (Add columns 2-4)
			Amount (4)	Source (5)	
Building Materials	\$350.00	\$150.00 *	\$350.00	Local Fundraiser	\$850.00
Fabric	\$100.00	0	0		\$100.00
Travel	\$50.00	0	0		\$50.00
Studio Assistant			\$200.00*	Rotary Grant	\$200.00
TOTALS:	\$500.00	\$150.00	\$550.00		\$1,200.00

*Please asterisk any funds already received or committed for this project.

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Date of Application: _____	Amount Requested: _____
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PROJECT INFORMATION

Program/Project Name _____	Total Cost of Project: _____
<i>This grant would provide the following for the project:</i>	
Contact Person: _____	Title: _____
Organization: _____	
Mailing Address: _____	
Phone: _____	Email: _____

Please give a one sentence summary of the entire project:

Total Cost of Project: _____	Amount Requested From HAF: _____
Anticipated Start Date of Project: _____	_____
Anticipated End Date of Project: _____	_____

ATTACHMENTS- *please submit the following with your application:*

<ul style="list-style-type: none"> ■ <i>Project Narrative (two pages maximum)</i> ■ <i>Copy of the organization's letter of exemption (501(c)3)</i> 	<ul style="list-style-type: none"> ■ <i>Signed Agreement to Grant Terms</i> ■ <i>Cover Sheet & Program Budget (see attached)</i>
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Please do not submit any additional pages • Staple only – do not place in binder or cover

Mail or deliver to: *Humboldt Area Foundation*
363 Indianola Road • Bayside, CA 95524

HAF Office Staff use only

Program Officer: _____	Committee: _____	Fund ID _____
Review Date: _____	Action: _____	Profile # _____
Amount: _____		Grant # _____
		Batch # _____

Program Area: ANML COMM ARTS ENV HEAL TA YUTH

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TOTAL PROJECT BUDGET

Anticipated budget for the **Project** (include how the grant funds will be spent).

Expense	Amount requested from HAF (2)	In-kind Donations * (3)	Other funding Sources		Total Budget (Add columns 2-4)
			Amount (4)	Source (5)	
TOTALS:					

*Please asterisk any funds already received or committed for project. Use extra page if needed.



AGREEMENT TO GRANT TERMS FOR **ORGANIZATIONS**

By accepting a grant from the Humboldt Area Foundation the organization is agreeing to the terms and conditions as described below, and to only use funds as described in your approved grant application. The grantee attests that:

1. **ACCURACY:** The information contained in the application and in any attachments thereto is true and correct to the best of your knowledge.
2. **STATUS:** The applicant organization is a nonprofit charitable or public benefit (federal tax exempt) organization, public school, government agency, or Indian tribal government *or* has a qualified fiscal sponsor.
3. **USE OF FUNDS:** Understands and agrees that all grant funds will be applied to the project in accordance with the description and budget provided in this application as set forth in the award letter. Any significant change in the use of these funds will require prior approval by the Foundation. Requests for changes must be submitted in writing. If the revisions are not accepted or funds are not expended for the purpose and the manner agreed to by the grantee, the Foundation reserves the right to cancel the grant and any further payments and said funds must be returned to the Foundation.
4. **EXPIRATION:** Understands and agrees that grants must be paid within one year, unless otherwise specified. Any requests for extensions of time must be submitted in writing prior to the expiration date. Grants not paid or granted an extension can be cancelled without notice after the expiration date.
5. **AUDITS AND FINANCIAL REPORTS:** Understands that the Foundation may require periodic financial and narrative reports from the grantee covering use of the funds received from the Foundation and agrees to supply such information if requested. Proof of expenditure may be required.
6. **PAYMENTS:** Understands and agrees that the Foundation makes grant payments on a reimbursement basis for grants over \$2,000. If special payment arrangements are needed, please contact the Grants Administrator.
7. **GRANT REPORT:** Understands and agrees that a final report will be submitted to the Foundation upon completion of the project, by the due date specified in the grant award letter or by the new due date if granted an extension. A report form will be included with the grant award letter.

Please retain a copy of this agreement for your files.



AGREEMENT TO GRANT TERMS FOR **INDIVIDUALS**

By accepting a grant from the Humboldt Area Foundation the individual is agreeing to the terms and conditions as described below, and to only use funds as described in your approved grant application. The grantee attests that:

1. **ACCURACY:** The information contained in this application and in any attachments thereto is true and correct to the best of your knowledge.
2. **USE OF FUNDS:** Understands and agrees that all grant funds will be applied to the project in accordance with the description and budget provided in this application as set forth in the award letter. Any significant change in the use of these funds will require prior approval by the Foundation. Requests for changes must be submitted in writing. If the revisions are not accepted or funds are not expended for the purpose and the manner agreed to by the grantee, the Foundation reserves the right to cancel the grant and any further payments and said funds must be returned to the Foundation.
3. **EXPIRATION:** Understands and agrees that grants must be paid within one year, unless otherwise specified. Any requests for extensions of time must be submitted in writing prior to the expiration date. Grants not paid or granted an extension can be cancelled without notice after the expiration date.
4. **AUDITS AND FINANCIAL REPORTS:** Understands that the Foundation may require periodic financial and narrative reports from the grantee covering use of the funds received from the Foundation and agrees to supply such information if requested. If necessary, (for example, if Humboldt Area Foundation is audited) an audit may be required.
5. **PAYMENTS:** Understands and agrees that the Foundation makes grant payments on a reimbursement basis for grants over \$2,000. If special payment arrangements are needed, please contact the Program Officer.
6. **GRANT REPORT:** Understands and agrees that a final report will be submitted to the Foundation upon completion of the project, by the due date specified in the grant award letter or by the new due date if granted an extension. A report form will be included with the grant award letter.

Please retain a copy of this agreement for your files.