

# TACOMA ATHLETIC COMMISSION GRANT REQUESTS

## HOW TO APPLY

The TAC's grant application process always begins with a proposal letter. The process is the same for past grantees and new grant seekers. This proposal letter should summarize and fully describe the purpose of what you're asking. It should be complete enough to convince the TAC Finance Committee that the proposal is worthy of further investigation.

The proposal letter should inform the TAC Finance Committee about the opportunity or program to be addressed and convince the TAC Finance Committee that your organization can implement the project. Further, it should make clear how the project, if implemented, would produce positive results for the community.

Letters must be submitted to: the Finance Committee Chairperson. Proposal letters submitted via regular mail will not be reviewed. This process must be completed online at [tacomaathletic.com](http://tacomaathletic.com).

### **What We Give To:**

**The TAC prefers to fund projects that are aligned with the Mission of the organization.**

### **“Dedicated to Sports & Civic Betterment”**

- \* develop new and innovative athletic/recreational programs that benefit the community.
- \* facilitate the improvement of athletic/recreational services or programs
- \* invest in equipment or facilities that will have a long-lasting impact on athletic/recreational community needs

In general, the TAC places a high priority on programs that benefit the youth of our community. The TAC does however; consider supporting athletic/recreational programs for adults including the elderly as well as athletic/recreational programs benefiting people with physical or mental disabilities or other special needs.

The TAC makes grants to private, nonprofit organizations that have received their 501 (c) (3) status from the IRS. In special circumstances proposals from other organizations & individuals are allowed.

### **The TAC generally does not make grants to:**

- \* General operating budgets or annual campaigns
- \* Conferences & Seminars
- \* Individual students or student groups raising money for school-related trips & select teams.

### **How do we apply for a grant?**

Whether a first time grant seeker or a past grant recipient, receiving a grant from the Tacoma Athletic Commission requires a three-step process.

1. Submitting a proposal letter that summarizes a full proposal for your project. Those proposal letters that fit our current priorities and grant budget move on to the second step. The proposal letters that do not fit the TAC's giving priorities or budget will be acknowledged after the proposal letter has been reviewed.

2. The TAC Finance Committee members may make a site visit, may call to discuss the request over the phone, or they may ask representatives of the grant seeking organization to meet and discuss the proposal. The purpose of this meeting (whether site visits) is to further investigate the proposal summarized in the proposal letter. These meetings usually have one of two outcomes: an agreement on the time and amount for the grant seeking organization to submit a formal application or a plan for the grant seeking organization to contact the TAC again when the project is more fully developed.

3. A formal application to be reviewed by the TAC's Finance Committee must be received 30 days prior to the event & or the next TAC meeting so that the committee will have sufficient time for consideration.

### **What is the average grant amount?**

Grants may be made of up to \$1000 although on occasion a grant of more for capital projects may be made with monies disbursed over a specific multiple-year arrangement. Grant requests to help cover costs for an individual to participate in a National or International Championship event may be granted up to \$500.00. **Please note for organizations: We would like to know how many participants from Tacoma-Pierce County will benefit from this grant if given.**

### **How often can we apply for grants?**

The TAC may only provide grants to an organization once every two years. Rather, the TAC makes every effort to disburse their funds to a variety of requests. Further, the TAC prefers to see at least a 12-24 month interim between grants.

### **If we get a grant, what happens next?**

The TAC usually mails checks within five days of a grant's approval but may request that the grantee come before the membership to receive their grant.

The check will be mailed with a transmittal letter than reminds you that 1) the grant is to be used for the purposes outlined in your formal application, and 2) that you must report progress on your project every six months until the project is complete.

How you report on a current grant has a tremendous impact upon how the TAC considers future requests. Reviewing grant reports is a high priority for the Finance Committee. A well-written report goes a long way toward creating a relationship of mutual respect between the TAC and a grantee. Failing to make timely reports reflects poorly on future grant requests.

A final report is required. Failure to fulfill this request will result in disqualifying said organization or individual from receiving any grants in the future.