

RUN SEAL BEACH - 2017 GRANT PROGRAM GUIDELINES

The following documentation outlines the charter and process expectations for the distribution of monies by the Run Seal Beach committee and directors annually. Its intent is to provide clear guidelines for the criteria by which groups and organizations are eligible to apply and be considered, and how the process and flow of information and communications will be managed.

Run Seal Beach Charter:

Run Seal Beach Non-profit was founded in 1999 at the establishment of the Seal Beach 10K non-profit organization. Net proceeds raised by the Run Seal Beach organization are given back annually to qualifying groups and organizations within the greater Seal Beach community, which includes Rossmoor and Los Alamitos, for the purposes of recreation programs or services, in keeping with our non-profit status charter under legal status definition.

Criteria for Eligibility of Consideration:

Per our charter all organizations that are eligible for consideration must meet the following criteria:

- a) Be based in the Seal Beach, Los Alamitos or Rossmoor areas,
- b) Be requesting funds in support of recreation or fitness programs or services. The definition of “recreation” is:
 - 1. Refreshment by means of some pastime, agreeable exercise, or the like.
 - 2. A pastime, diversion, exercise, or other resource affording relaxation and enjoyment
- c) Be IRS recognized as a non-profit 501(c) 3 or other designated non-profit or service organization or governmental body. If you have never received a grant from us before, you must provide a Letter of Determination with request. If you have supplied in the past, you do not need to resupply this document.
- d) Provide documented detail of costing for requests. This documentation can be in the form of catalog pricing, quotes or other. Scholarship requests must be supported with documentation as to the scholarship process used by that organization or group to award them.

Qualified Uses – Please read this carefull:

- Grants will be considered for all qualified organizations for the following types of requests:
 - Program scholarships
 - Uniforms
 - Program equipment (non-capital)
 - Transportation
 - Special events supplies that are recreation based
- Grants **will not** be considered for:
 - Legal fees, filing fees or permit fees
 - Advertising , marketing or promotional costs
 - Salaries
 - Facility improvement needs such as fixtures, furniture, structural, building, or grounds upkeep
 - Non-activity related program costs.
- Run Seal Beach will not grant funds for reimbursement of already spent funds. Requests must be for future needs only.
- Grants will not be given for organizations to pass through or onto others. Grant requests must benefit and be for the requesting organization.

What to Submit:

- 1) Grant Request form - completed and signed (e-signature ok). Please submit only one (1) request per organization. You may combine multiple items in a single request rollup. All items must be clearly documented and substantiated.
- 2) Non-profit or charitable organization(s) must provide Tax Exempt Certification with their request as outlined on Page 3 of Grant Application. **Do not send your request without this or we will not consider your request.** It is not our responsibility to follow up to obtain this information.
- 3) Documented detail of costing backup for requests as outlined above.

Other Conditions:

Acceptance of monies from Run Seal Beach will require any organization to do the following:

- a) Must accept check in person and sign for understanding of terms and conditions. Checks will not be mailed. Date and location of this will be announced when awards are given.
- b) Check must be deposited into an organizational bank account (not a personal bank account). The endorsement on the check must be in the name of the organization (not an individual).
- c) Checks must be deposited by no later than October 1st of issuing year. Stop payment will be issued on any checks not deposited by this date. Organization will forfeit funds if this occurs.
- d) Run Seal Beach must receive the "Proof of Performance" as to the use of the funds for their intended purpose as stated in the grant request and our approval. This must be received by no later than December 31st, of the issuing year unless an extension is approved.

Proof can be in the form of purchase orders, invoices, contracts, photos, or other that we can use to verify compliance. If this verification is not received by this date, or if the organization did not use the funds as intended, we will not accept any grant requests from that organization in the future.

If the intended use of funds was stipulated to not occur until early in the next calendar year and that was agreed to in our award, we will accept documentation later in accordance with those exceptions.

When and Where to Submit:

- You may submit a request for the 2017 Grant Program at any time during the year, however no requests will be reviewed or awarded until after May 15, 2017 when our next process window is closed. The form is located on our web site for your use.
- All applications must be received no later than **May 15, 2017** to be considered and must be filled out in full and either mailed to: Run Seal Beach, P.O. Box 190, Seal Beach, CA 90740 or e-mailed files to: **runsealbeachpr@gmail.com**. Do not paste information into email text body. This will not be accepted.
- All applicants will be notified no later than **June 15, 2017** of their grant request status of acceptance or rejection.

If you have any questions please contact us via e-mail at: runsealbeachpr@gmail.com and include your telephone number if you would like a return call.