



RUN SEAL BEACH - GRANT PROGRAM GUIDELINES

The following guidelines are the criteria the Run Seal Beach Board of Directors has created for our Grant Award process. It includes criteria for eligibility, application and the process of awarding Grants. We have so many deserving non-profits in our community and our Board of Directors and Grant Award Committee aspires to impact as many organizations as possible following the ideals of our charter and mission statement.

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.

Run Seal Beach Mission Statement:

Promoting health and fitness in a family friendly event. Supporting non-profit groups providing recreation, fitness and leisure in our local community.

Criteria for Eligibility of Consideration:

- a) Located in the Seal Beach, Los Alamitos or Rossmoor areas
- b) Requesting funds in support of recreation, fitness, or leisure programs or services.
- c) Be IRS recognized as a non-profit 501(c)(3) or other designated non-profit or service organization or governmental body. If the organization has never received a grant from us before, they must provide a "Letter of Determination" (available from the IRS) with request. If they have supplied this in the past, they do not need to resupply this document, but Run Seal Beach requests the Employer Identification Number (EIN) on the application.

Qualified Uses:

>Grants will be considered for:

- *Scholarships
- *Equipment
- *Transportation
- *Uniforms
- *Tournament Fees
- *Use by the requesting organization, according to the grant approval, and used within the period designated by the grant committee

➤ **Grants will NOT be considered for:**

- Legal fees, filing fees
- Advertising, marketing or promotional costs
- Salaries or stipends
- Facility improvement needs such as structural, building, or grounds upkeep
- Non-activity related program costs
- Previously spent funds. Requests must be for future needs only to be used during the grant period
- Organizations outside of our area
- For organizations to pass through or onto others. Grant requests must benefit and be for the requesting organization.

What to Submit:

- 1) Online Grant Request form on our website
- 2) Only one (1) request per organization. Organizations may combine multiple items in a single request rollup.
- 3) Tax Exempt Certification/IRS Letter of Determination (for organizations who have not been previous Run Seal Beach Grant Recipients).
- 4) Grant application must include uploaded documents supporting the grant request, along with pricing. This documentation can be vendor quotes or internet research, for example. Scholarship requests must be supported with documentation as to the scholarship process used by the organization to award them.

When to Submit:

Each year, the Board of Directors determines that year's Grant Applications acceptance period which revolves around the date of our race. Please refer to our website for each year's date. Run Seal Beach race day is typically held in April but varies year to year due to a variety of factors. Grants are generally open 4 weeks prior to race day and close 8 weeks following race day.

Grant Review and Approval Process:

After race day, the Run Seal Beach Board of Directors meets to determine the amount of money available for grants and assembles a Grant Award Committee comprised of community members who have been a part of Run Seal Beach that year either as a volunteer or sponsor. The Run Seal Beach Grant Committee meets after the grant application period closes to consider all eligible applicants. All grants are reviewed, and the committee votes on the amount awarded to each group. Not all applicants will be awarded a grant. The Grant Committee then notifies all grant recipients of their award by email approximately 4-6 weeks after the close of the Grant Application period. Each year, our awards are published in the Sun newspaper and posted on our website.

Acceptance of Monies from Run Seal Beach:

- 1) A representative of the organization must accept check in person and sign for understanding of terms and conditions. Checks will not be mailed. Date and location of check distribution will be announced when grant recipients are notified by email. If no representative of the organization is available to pick up the check, an alternative arrangement must be arranged by the grantee with the Run Seal Beach Grant Committee.
- 2) Grant 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).

- 3) Grant check must be deposited by no later than November 1st of issuing year. Stop payment will be issued on any checks not deposited by this date. Organization will forfeit funds if this occurs.
- 4) Organizations must provide “Proof of Performance” as to the use of the funds for their intended purpose as stated in our approval. This must be received by no later than December 31st, of the issuing year unless an extension is approved.
- 5) If the organization cannot provide documentation of the approved use of monies (“Proof of Performance”), the organization may request a review by the Grant Committee for an alternative approved use, which may or may not be granted. If organization cannot use the funds as agreed, they will return the monies to Run Seal Beach to be distributed to another organization.

Proof of Performance (Documentation of Use of Monies):

- Proof can be in the form of paid purchase orders, invoices, finalized/paid contracts, or other documentation that we can use to verify compliance. Photos are always appreciated in addition to the documents.
- Letters acknowledging the receipt of funds are appreciated, but do not qualify as documentation or Proof of Performance.
- Proof must show that funds were used according to the agreement.
- Proof of Performance must be submitted to Grants@RunSealBeach.com. No mail in Proof of Performance is accepted.
- The deadline for Proof of Performance is December 1 of the year the grant was awarded, and we greatly appreciate any documentation that is submitted earlier than the deadline. *Run Seal Beach will not send out reminders of this deadline, so please plan accordingly if your group will have a change in leadership or employees.*
- If this verification is not received by the deadline, 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 the organization cannot provide appropriate documentation because the funds have not been used yet, Run Seal Beach will accept documentation later in accordance with those exceptions. This must be arranged previously.

Thank you for your interest in the Run Seal Beach Grant Program. Any questions can be directed to Grants@RunSealBeach.com.