

CITY OF WAUPUN
YOUTH RECREATION AND SPORTS GRANT PROGRAM

The City of Waupun invests heavily in youth sports and recreation assets to foster a strong quality of life for residents. The City partners with nonprofit youth sports organizations to provide recreation programming for area youth by providing access to facilities, and permits ongoing fundraising activities with profits directly benefiting these groups. The various nonprofit athletic groups have identified capital and equipment improvements at facilities needed to maintain and to expand programming. It is the City's desire to continue to invest in and support the needs of these groups to strengthen quality of life for resident. As such, the City is allocating \$37,500 to create a Youth Sports Grant Program in each of the next two years (2024-2025). This is a reimbursement-based grant with a maximum award of \$5,000. Dependent on the number and quality of applications, the council may elect to reduce the total grant award to support more community organizations. A minimum of a 50% fund match must be demonstrated by the requesting organization. The City of Waupun will utilize the Common Council Committee of the Whole (COW) to review and award grants within this program. Organizations receiving funds will be required to sign award agreements and verify use of funds prior to receiving payment. Preference will be given to organizations who demonstrate financial need and to organizations that have not received support in the form of other city grant awards between January 1 and December 31, 2023. Projects outlined in approved grants must be complete by December 31, 2026, with all invoices and reporting data submitted no later than March 31, 2027.

PURPOSE:

The purpose of the Youth Recreation and Sports Grant Program is to work collaboratively with youth recreation and sports nonprofit organizations to support capital improvement and equipment needs used to operate programs within the City of Waupun.

ELIGIBLE ORGANIZATIONS:

Organizations must be a non-profit organizations operating as a 501c3 within the City of Waupun that provides access to youth sports and recreation programming for all area youth, regardless of skill or ability. Funds will not be allocated to groups that restrict access to programming (i.e., competitive / travel teams where youth must try out for a select number of positions based on skill or ability.)

ELIGIBLE EXPENDITURES:

Funds must be used for capital and equipment purchases that support program delivery. Funded organization must demonstrate ability to finance the balance of the proposed project not funded through a grant award. Financial, performance and compliance reporting will be required.

APPLICATION NARRATIVE:

1. Name and address of your organization and contact information (name, phone and email) for two representatives authorized to submit application for the youth recreation and sports grant.
2. Describe the proposed capital improvement project or equipment purchase that you are seeking to complete if your request is funded.

3. Describe the need for your project. Explain what will happen if your request is not funded.
4. Describe measurable impacts your program has achieved to date, including information relative to whom your program serves, including total number of youth served, of that group number of youth served who live within the City of Waupun, demographics of families served, economic impact to the City, etc.
5. Provide information on the project budget, including funds already collected or committed to the proposed project and plans to address any gaps in financing through fundraising or other methods.
6. What are the expected long-term costs to maintain your proposed project? Describe your plan to support long-term maintenance of proposed improvements. If you are relying on city funding to support this need, be specific in terms of your request for support beyond a possible grant award.
7. Describe the timeline for your proposed project, including projected start dates, construction timelines, and completion deadlines.
8. If your grant request is not fully funded, describe adjustments you are prepared to make to the proposed project to address the need. What implications will those adjustments have to your program?

SUPPORTING DOCUMENTATION:

Attach the following as documentation in support of your application:

- Completed application including budget documents signed by an authorized member of your nonprofit.
- A copy of your organization's income statement for period ending December 31, 2023.
- Budget and cost estimates for your proposed project.
- Evidence of ability to fund the non-grant funded portion of the proposed project and/or a plan to finance the portion of your project requiring private funding.

SUBMISSION INSTRUCTIONS:

Submit completed applications via email to angie@cityofwaupun.org or by hand delivery to the attention of the Clerk at City Hall, 201 E Main St, Waupun, WI 53963.

DEADLINE:

First round of applications are due by 11 a.m. on February 16, 2024. First round of review of applications will occur by February 29, 2024. Applications accepted on a rolling basis thereafter until all annual program funds are awarded by the Waupun Common Council Committee of the Whole.