



Grant Program Policies & Procedures

The Florida Sports Foundation, (Foundation), Grant Programs are designed to assist communities and host organizations in attracting sports events, which will generate significant out-of-state economic impact for the state of Florida. The Foundation's Board of Directors awards grants on a quarterly basis, and places emphasis on out-of-state economic impact, return on investment, community support and image value to the state. Events that will be considered for grant funding include amateur events, collegiate events, or professional all-star games and championships, or other categories approved by the Foundation's Board of Directors. If you are an event holder, please contact an approved Foundation partner or sports commission in the area in which you desire to hold your event. If you need assistance in locating a partner, please contact the Foundation.

The Foundation's Grant program operates through its Sports Industry Partnership program, which encompasses all regions of the state of Florida.

Events will not be considered, unless approval is granted before the application process, for any of the Foundation's Grant Programs if the event also receives funding from the state of Florida, its agency or state private partner, for the purpose of economic development or economic impact. All events considered for grant funding are required to meet the criteria as indicated within these Policies & Procedures.

Grant Impact, Support & Bidding:

1. An event must generate more than \$500,000 in out-of-state economic impact and at least 600 out-of-state bed nights in order to be considered for funding.
2. For events that generate over \$5 million in out-of-state economic impact, as well as at least 4,000 out-of-state bed nights, the applicant may be required to give a presentation to the Foundation Board of Directors at a regularly scheduled Board meeting. Please contact the Foundation for a meeting schedule.
3. The event must generate at least 80% of the applicant's estimated impact to receive the full award. If the impact is less than the estimate, but still exceeds the \$500,000 threshold, the final payment will be pro-rated based on percentage of impact. Natural Disasters and other incidents that may affect the impact generated by the event will be considered on a case-by-case basis.

4. The applicant is required to list local community financial support in an amount double the grant request. Local community support is defined as a monetary contribution funded by an entity of local government and/or by a Foundation Industry Partner/Regional Sports Commission in good standing.
5. Securing events by a bid remains the standard; however created or contracted events may be eligible.
6. Documentation must include tracking backup for attendees or teams and hotel room nights.

Application for Funding:

1. A Foundation Sports Industry Partner in good standing must fill out an application, which is found and submitted on the Foundation's Grant website, www.fsfgrants.com, or under the Grants section of the Foundation's website at www.flasports.com.
2. Applications must be submitted using the Foundation's current online application form. Mailed or emailed applications and supporting documents will not be accepted.
3. Grant applications will be reviewed on a quarterly basis, and applications are due no later than 5 p.m. on the deadlines listed below. If the deadline falls on a weekend, then the applications are due no later than 5 p.m. on the Friday **before** the deadline. No applications will be accepted beyond the deadline except in the case of extreme circumstances.
 - 1) July 10 –These events must be held after **October 1st** of the same year.
 - 2) October 10 –These events must be held after **January 1st** of the following year.
 - 3) January 10 –These events must be held after **April 1st** of the same year.
 - 4) April 10 –These events must be held after **July 1st** of the same year.

** Events with a short booking window that will be held prior to the dates listed above will be considered on a case-by-case basis.*
4. Completed Applications are automatically submitted via the website application form, to the Florida Sports Foundation for review.

Notification:

Upon final approval by the Board of Directors, the Foundation will notify all applicants by mail, within one week following the FSF Board Meeting. Approved Grantees will receive two copies of the Foundation's Grant Agreement along with their notification, which need to be signed and returned to the Foundation.

Granted Event Requirements:

1. The following requirements must be met **prior to the event**:
 - 1) The Grantee must return two signed copies of the executed Grant Agreement. (After signed by the Foundation, one will be returned for your records.)
 - 2) The Grantee must provide proof of insurance, which lists Florida Sports Foundation as additional insured, with a minimum liability of \$1,000,000 per occurrence.
 - 3) Whenever possible, the Grantee must agree to include the Foundation logo on program advertisement: in printed materials, appropriate event signage, website and other event related media.
 - 4) When applicable, the Grantee will include a Florida Sports Foundation Benefit Agreement for the event.
 - 5) The Grantee shall notify the Foundation immediately if the event is canceled, postponed or rescheduled.

2. The following requirements must be met **in order to disburse funds**:
- 1) The Grantee will expend funds in accordance with allowable expense items as indicated below and within the Grant Agreement.

Allowable Expenses:

1. Promotion, marketing & programming
2. Paid advertising & media buys
3. Production & technical expenses; officials
4. Site fees, venue rentals, costs (contract help)
5. Rentals, insurance, rights fees, bid fees, sanction fees, non-monetary awards

Disallowable Expenses:

1. General and administrative expenses
2. Building, renovating and/or remodeling
3. Permanent equipment purchases
4. Debts incurred prior to the grant
5. Programs which solicit advertising
6. Hospitality or social functions including meals or banquets
7. Travel expenses

- 2) The Grantee will be reimbursed for proven payment of invoices that meet the allowables. Proof of payment includes:
 - a) A copy of the invoice billed to the Grantee;
 - b) Canceled Grantee checks, (front & back), and dated within the grant period, except for pre-paid bid fees; or proof of electronic funds transfers.
 - c) Inter-governmental transfers, dated within the grant period, and which details the payment number, payee, the event date, and/or the invoice.
- 3) Whenever possible, Grantee will provide proof the Florida Sports Foundation logo and banner was displayed, inserted into program advertising, and included in any public service announcements and social media.
- 4) If the Grantee agreed to provide television spots for the event contingent per the grant award, then a schedule of the airtime should be included.

3. The following requirements must be met **after the event**:

- 1) The Grantee will complete an accounting of the event's financial activity within 90 days after the completion of the event and provide documentation evidencing the direct impact of the event by completing and submitting a Post Event Report form. Documentation must include tracking backup for attendees or teams and hotel room nights. The Post Event Report form can be found and submitted on the Foundation's Grant website, www.fsfgrants.com, or under the Grants section of the Foundation's website at www.flasports.com.

Reimbursement:

After the Foundation receives all of the Grant Agreement requirements and reviews the Post Event Report, the grant funds will be forwarded to the Grantee.