



## Portland Athletic Association Funding Request Form



### Who is the Portland Athletic Association?

The purpose of the Portland Athletic Association is to promote a positive attitude toward student athletics and support the Portland Public Schools athletic program by providing financial assistance in maintaining and operating athletic programs for which no other provisions have been made. We also provide financial assistance to complement funding provided by the Portland School District to Portland Athletics for Operations; Facilities and Scholarships. We are parents, alumni and friends.

### Financial Assistance Eligibility:

The athletic association provides financial assistance upon written request to organizations for specific needs related to student athletes and/or the maintenance and operation of athletic programs within the Portland Public Schools, and as stipulated in the PAA Bylaws. Requesting organizations must be in compliance with all federal, state, local, Portland Public School and PAA rules and regulations.

### Specificity:

Funding Requests must specifically address the need for funding; the amount requested; the date the money is needed; and the rationale for the requested financial assistance. The funding request should demonstrate clear goals; a significant impact on or for student athletes; and avoid duplication with other projects and programs in the community. (Attach additional sheets if necessary for your Request.)

### When are Funding Requests due?

Except for good cause shown, Funding Requests must be made in writing and received by the Portland Athletic Association, 1100 Ionia Road, Portland, MI 48875 on or before the 31st day of May for consideration for the upcoming school year.

## 2010 FUNDING POLICY

After fulfilling the below requirements each team may submit for PAA Funding. **Only Varsity Team Sports can request PAA Funding, no JV or Freshman Team Sports.** Funding requests will only be honored for Portland High School Varsity funded sports. These requests must be submitted to the PAA no later than May 31<sup>st</sup> of the current school year. PAA will review requests by August 1<sup>st</sup> based on availability of funds.

### Varsity Team Sports

1. Attend three (3) PAA meetings during school year (or representative of team)
2. Work one (1) PAA Event (# of volunteers provided on concession schedule)
3. Work two (2) Regular PAA Concession Event (# of volunteers provided on concession schedule plus team earns 20% gross sales from each game worked)\*
4. Once all requirements are met a \$200 bonus will be applied to team account\*\*

\* Track and Cross Country teams are not required to work PAA Concession Events. These teams will replace these two (2) required events with the own staffing of all meets. Track and Cross Country **will be required to work one (1) PAA Event.**

\*\*Teams will not receive the yearend bonus unless all criteria is met and fulfilled between the months of August and June of current funding year.

Definitions:

**PAA Event**; an event that **does not payout** a percentage (%) of sales/proceeds

*Regular PAA Concession Event; an event that **does pay** a percentage (%) of sales/proceeds*

**2010/2011 FUNDING REQUEST**

**(Requests due to PAA no later than May 31, 2010 for 2010/2011 funding)**

Name of Organization/Team: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Purpose of the Funding Request: \_\_\_\_\_

\_\_\_\_\_

Please describe in detail the need for funding and the rationale for the requested financial assistance. Please also describe your goals and what impact this project will have on or for our student athletes. Will there be any duplication with other projects and programs in the community? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your other sources of funding:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this Funding Request is not intended to completely fund your project, please attach a project budget and indicate the portion of the budget for which PAA funds will be used. Please attach copies of any receipts, invoices and/or written estimates. (Funding requests for purchases in excess of \$300.00 require two written estimates.)

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_