



Facility Enhancement Program Guidelines

Technical Specifications & Program Documentation

Program Sponsors:

Ferg's Sports Bar & Grill | Facility Enhancement for Diamond Sports sponsored by Tampa Bay Rays Up Foundation



1. Program Overview:

1.1 Objective

The program funds **community or recreational youth athletic organizations** in **Pinellas County** that partner with their local community and CFY to construct or improve facility infrastructure. Enhancements must directly benefit the youth participating in the organization's **primary facility**.

1.2 Definition of Facility Enhancement

Facility **Enhancement** is defined as:

- A **durable upgrade, adaptation, or enhancement**
- Applies to a **community/recreational organization facility**
- Increases the **value or usability** of the facility
- Often involves a **structural change or restoration**
- Must endure **more than three (3) years** after completion
- Must be **permanent or long-lasting** in nature

1.3 Annual Funding Cap

- Maximum of **\$100,000 per calendar year** allocated to the Facility Enhancement Assistance Program.
- Funds may be distributed to multiple organizations at the discretion of the CFY Board of Trustees.
- The Board may approve funding above the stated cap at its sole discretion.
- Funds are paid as a reimbursement at the conclusion of the project.

2. Eligibility Requirements:

2.1 Organization Eligibility

To qualify, an applicant organization must:

- Be a **community or recreational youth athletic organization**.
- Have been **funded by CFY during the previous two calendar years**.
- Be in **good standing with CFY**.

2.2 Community Partnership Requirements

- A **local community organization** (typically a city or Pinellas County) must approve the project.
- Written **permission from the community partner** is mandatory.

- **Local community partner** must supply documentation of their required financial commitment to the project.

2.3 Operating Agreement

- The applicant must maintain a **current annual operating agreement** for use of the community-owned facility.
- This agreement **must be included as an attachment** with the application.

3. Funding and Matching Requirements:

3.1 Matching Funds

- **CFY grant funds must be matched dollar-for-dollar by both partner entities (1/3, 1/3 and 1/3).**
- Matching contributions must come from:
 - The applicant organization **and** the community partner
- Matching funds must be **specifically allocated to the requested project.**

3.2 Payment Structure

- The program operates as a **competitive reimbursement-based grant.**
- CFY funds are disbursed **only after project completion.**
- Payment is issued to the **designated project manager**, which may be:
 - The applying organization or the community partner

4. Application Process:

4.1 Submission Cycle

- Applications are reviewed during CFY's **July funding cycle** annually.
- Submission deadline: **June 25** of the application year.

4.2 Required Application Form

- All submissions must use the official **CFY Facility Enhancement Form.**

4.3 Submission Frequency Limitation

- Organizations may submit **no more than one (1) project within a two-year period.**

5. Compliance and Acknowledgment Requirements:

5.1 Donor Acknowledgment

- **Permanent acknowledgment/signage** recognizing CFY's donation is **required.**
- Signage must:
 - Be displayed **from the first day the facility is available for use.**
 - Be **permanently installed** at the project site.
- All signage content must receive **prior approval from CFY.**

5.2 Signage Cost Responsibility

- All costs associated with donor acknowledgment signage are:
 - **Borne by the project**, not CFY.

6. Governance and Discretion:

6.1 Board Authority

The CFY Board of Trustees retains sole authority to:

- Determine award distribution.
- Allocate funds across one or multiple organizations.
- Approve funding amounts exceeding standard caps.

7. Documentation Artifacts (Required):

Artifact	Required
CFY Facility Enhancement Application Form	Yes
Community Partner Permission Documentation	Yes
Operating Agreement (Annual)	Yes
Proof of Matching Funds	Yes
Project Completion Documentation	Yes
Approved CFY Acknowledgment Signage	Yes

8. Program Lifecycle Summary:

1. **Eligibility Validation**
2. **Application Submission (by June 25)**
3. **Board Review (July Cycle)**
4. **Project Execution**
5. **Project Completion**
6. **CFY Reimbursement Issued**
7. **Permanent Acknowledgment Installed**
8. **Compliance Monitoring**