



# Overall Grant Program Guidelines

## Technical Specifications & Program Documentation

### 1. Purpose

This document defines the technical and functional specifications required to implement, administer, and audit the CFY Grant Program in accordance with officially published grant guidelines. It establishes mandatory rules, workflows, eligibility validation, submission deadlines, review processes, compliance obligations, and reporting requirements.

### 2. Program Scope

#### 2.1 Geographic Scope

- Grant applicants **must reside in Pinellas County**.
- Only non-profit youth athletic organizations operating within Pinellas County are eligible for consideration.

#### 2.2 Organizational Scope

- All grant inquiries and fund administration **must be conducted through the organization's Board of Directors**.
- Individual applicants or unaffiliated entities are not permitted.

### 3. Eligibility Requirements

#### 3.1 First-Time Applicants

- Organizations **that have not previously received CFY funding** are required to complete a **mandatory eligibility consultation** prior to applying.
- Consultations may occur in person or via Microsoft Teams.
- Applications submitted without documented consultation **will not be considered** by CFY.

#### 3.2 Program Availability

- Applicant organizations must have **active programming during the season for which funding is requested**.

### 4. Funding Priorities & Constraints

#### 4.1 Priority Criteria

- Primary funding priority is given to **recreational youth athletic programs serving Title I eligible Pinellas County youth**.
- Registration reimbursement programs **are strictly limited** to Title I eligibility criteria.

#### 4.2 Funding Categories

- Applicants may request funding under **five predefined funding categories**:

- Youth Athlete Registration Reimbursement
- Equipment Supplement
- Travel Assistance
- Youth Arts & Community Assistance
- Facility Enhancement
- Category specifications are defined and must be followed to be deemed eligible.

## 5. Application Submission Specifications

### 5.1 Submission Method

- All applications **must be submitted via the CFY website**.
- Only official **CFY Forms** are accepted.
- Non-CFY forms render the application **non-compliant** and require resubmission.

### 5.2 Rolling Availability

- The grant program operates **on a rolling basis throughout the year**, subject to deadline enforcement.

## 6. Submission Deadlines (Hard Constraints)

The system **must enforce immutable submission deadlines** as follows:

Cycle	Deadline
Cycle 1	February 25
Cycle 2	April 25
Cycle 3	June 25
Cycle 4	August 25
Cycle 5	October 25
Cycle 6	December 18

Applications submitted after deadlines **will be queued for the next review cycle**.

## 7. Review & Approval Workflow

### 7.1 Review Bodies

- Applications are reviewed sequentially by:
  - CFY Staff
  - CFY Grants Committee
  - CFY Board of Trustees

### 7.2 Review Authority

- The CFY Grants Committee and Board **may exceed published guidelines at their discretion**, provided alignment with CFY’s mission and vision is maintained.

## 7.3 Decision Outcomes

- CFY reserves the right to:
  - Approve
  - Deny
  - Counter-offer funding requests
- Historical funding does **not guarantee renewal**.

## 8. Compliance & Risk Disclosure

### 8.1 Financial Disclosure Requirement

- Applicants are required to **report any financial theft** occurring within the past **two (2) years**.
- Failure to disclose may result in denial.

## 9. Post-Award Requirements

### 9.1 Partnership Agreement

Upon approval, grantees must execute the **CFY Partnership Agreement**, certifying:

- Funds will be used solely for the approved purpose
- Requested documentation will be furnished within **10 business days**

### 9.2 Branding & Visibility

- **Prominent display of CFY branding** is mandatory on:
  - Website
  - Print Materials
- CFY provided signage or banners must be installed at the **primary facility**.

## 10. Reporting & Impact Measurement

### 10.1 Grant Impact Report

- Grantees must submit a **Grant Impact Report** within **90 days of program season conclusion**.
- Report must include:
  - Impact metrics
  - Supplemental documentation
- CFY may reuse content for **marketing purposes or grant reporting**.

## 11. Audit & Enforcement Notes

- All grants are awarded competitively.
- CFY maintains final approval authority.

*CFY is a 501(c)(3) nonprofit organization dedicated to elevating the youth of Pinellas County through access to impactful programming where children from all backgrounds can learn, play, and grow together. This is achieved through CFY's grant program detailed below, offering support to local youth athletics and arts programs to create positive impacts in the lives of children and families. CFY and its partners are committed to reaching underserved youth, providing them with unhindered opportunities to succeed in the game of life.*