High School Equipment Supplement Guidelines

Technical Specifications & Program Documentation

1. Program Overview:

The High School Equipment Supplement is a competitive matching grant program designed to assist Pinellas County High Schools and individual school booster clubs with the procurement of sports specific equipment for varsity athletic programs. The program funds equipment not already provided by Pinellas County Schools and is intended to enhance the athletic experience of student participants. Funding availability is contingent upon CFY budget constraints.

2. Funding Structure:

2.1 Maximum Matching Award

- Maximum award value: **$10,000 per school/per year**
- Award increments: **$2,500, $5,000, or $10,000**
- Limited to **up to annual award per school**, a school can receive multiple awards in a school year but may not exceed a total of $10,000 in a year

2.2 Matching Requirement

- Grant funds **may not exceed 50% of the total equipment cost**
- Applicant must provide **documented matching funds** specific to the purchase
- Matching funds must be paid to the vendor **before CFY releases grant funds to the vendor**

3. Eligible Equipment:

3.1 Approved Use

- Equipment must be **sports-specific** and used exclusively by the **requesting athletic program**
- Equipment must remain allocated to the **identified school and sport**
- Large equipment purchases must be utilized solely by participants at the designated school or sport

3.2 Uniforms

- **Non-primary uniforms** are eligible for funding
- Primary competition uniforms are **not eligible** under this program

4. Ineligible Equipment:

- **One-time use equipment** (e.g., baseballs, softballs)
- Consumables or disposable athletic supplies
- Equipment intended for shared use outside the approved program

5. Compliance & Usage Restrictions:

- Funded equipment must be used **only for the approved purpose**
- Any **unauthorized use** may result in **future funding ineligibility**
- Equipment lifecycle use is restricted to the requesting organization and its participants

6. Administrative Requirements:

6.1 Authorization

- The **current school principal** must sign the application
- Signature confirms agreement with:
    - The purchase
    - Allocation of funds
    - Program compliance requirements

6.2 Vendor Quotes

- **Three equipment price quotes** from separate vendors are required
- Quotes must be submitted **with the application**
- CFY pays **approved vendors directly** following verification of matching funds

7. Payment & Disbursement Process:

- Applicant submits:
    - Application
    - Three vendor quotes
    - Proof of matching funds
- Applicant pays **their 50% match** directly to the vendor
- CFY confirms match payment
- CFY disburses funds **directly to the approved vendor**

8. Equipment Storage & Longevity:

- Schools may be required to submit **storage plans**
- Storage plans must demonstrate:
    - Proper safeguarding
    - Measures to extend equipment lifespan
- Requests are made at CFY's discretion

9. Program Limitations:

- Funding is **not guaranteed**
- Awards are subject to **budget availability**

- CFY retains final approval authority on all applications

10. Summary of Key Constraints:

Constraint	Requirement
Maximum Award	$10,000 per school/year
Match Requirement	50% minimum
Award Frequency	One per year
Eligible Equipment	Sports-specific, non-consumable
Payment Method	Direct to vendor