



## **Facility Use Grant Program**

### Purpose:

The Facility Use Grant program is designed to assist local athletic groups in renting facility space when City or School District facilities are not adequate or available for the proposed activity. The Advisory Committee on Joint Use of Recreational Property (JUC) is responsible for the allocation of the grant, while the Recreation Manager of the City of San Luis Obispo serves as administrator of the grant funds on behalf of the Committee.

### Application Period:

There will be a single cycle in which an application for grant funds may be submitted. Requests for the calendar year must be received by the Parks & Recreation Department no later than 5:00pm on March 10 of the current year; applications may be mailed, faxed or emailed. Programs that have occurred prior to March 10 may be funded retroactive to January 1. Application packets will be available by February 15. Late applications will not be considered for funding.

All submittals must include the following information:

1. Completed application form
2. Itemized budget for the event being funded; other funding sources must be included in the budget request.

The JUC will consider funding at their regular meeting held on the 4<sup>th</sup> Tuesday in March. A representative of the organization must be present to answer any questions from the Committee at the meeting.

### Review Process:

A subcommittee will be appointed by the JUC to review the applications, establish a priority for funding and make a recommendation to the Committee on how the funds will be disbursed.

### Ranking System:

Each application request will be ranked based upon the following criteria in order to establish priority for funding:

1. Value to the Community  
5 points  
Event will generate tourism in San Luis Obispo (defined as an all day or multi-day event that involves teams not from San Luis Obispo)

- |  |   |
|--|---|
| <p>3 point<br/>0 points</p>  | <p>Event benefits local league play<br/>Event does not meet either of the above criteria</p>  |
| <p>2. <u>Youth versus Adult</u></p>  |   |
| <p>5 points<br/>3 points<br/>0 points</p>  | <p>Event is primarily for youth (under age 18)<br/>Event serves both adult and youth<br/>Event is primarily for adults</p>            |
| <p>3. <u>Residency within San Luis Obispo by Organization's Participants</u></p> |   |
| <p>1 point for every 10%</p>   | <p>Percentage of San Luis Obispo residents participating in the organization's core programs (must provide evidence of residency)</p> |
| <p>4. <u>Non-Profit Status (proof of non-profit status must be provided)</u></p> |   |
| <p>5 points<br/>3 points<br/>0 points</p>  | <p>Organization is a 501(c)(3) non-profit<br/>Organization is under another non-profit category<br/>Organization is for profit</p>    |

Eligible Facilities:

The facilities found within the boundaries of the map (Figure 1) will be eligible for funding; City of San Luis Obispo and San Luis Coastal Unified School District properties will not be funded under this grant program:

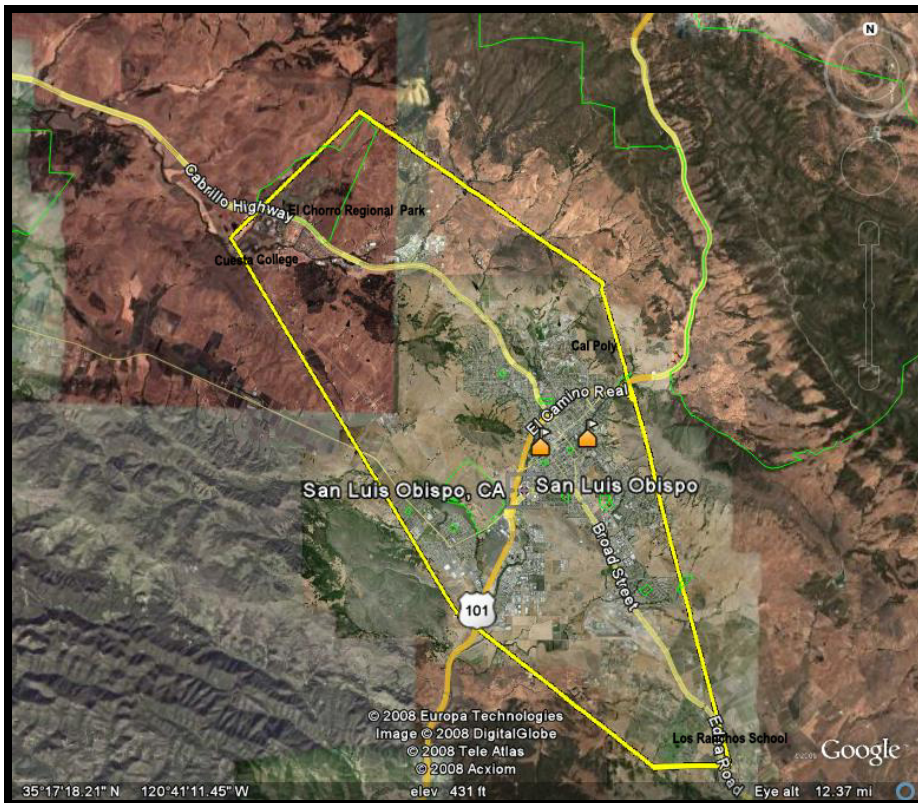


Figure 1: Eligible Facility Boundaries

Funding:

1. Costs will be reimbursed for fees comparable to what is listed on the City of San Luis Obispo's Parks & Recreation Fee Schedule for the current year, such as facility use, lights, field preps, etc. Any cost not listed on the City's Parks & Recreation Fee Schedule will not be eligible for reimbursement.
2. Youth organizations will be eligible for full reimbursement.
3. Adult organizations will have their grant reduced by the comparable City facility use fees, but be eligible to receive the difference of their request for non-City/School District uses. For example: if organization pays \$15/hour for a City facility and Cal Poly charges \$20/hour for a comparable facility, the adult organization will be eligible to apply for the \$5/hour difference.
4. The Advisory Committee on Joint Use of Recreational Property reserves the right to grant facility use funds partially, entirely, or not at all.

After Approval:

1. A reimbursement agreement between the City and the applicant will be drafted and signed by both organizations. Any reimbursements will be paid directly to the applicant upon presentation of receipts that were paid by the applicant for the facility use; processing for a reimbursement check generally takes two to three weeks. The City will not pay vendors directly on behalf of the applicant.
2. Reimbursement agreements will be valid until December 31 of the current year and are only for the event indicated in the grant request. Any unused grant allocations will be returned to the grant program.
3. Groups requesting funding must be able to provide insurance of a type and level satisfactory to the City and to the entity authorizing the facility rental. The City of San Luis Obispo must be named as an additional insured as well as the party issuing the use permit.



# city of san luis obispo

## REQUEST FOR FUNDS – FACILITY USE GRANT

APPLICATION DEADLINE – **MARCH 10 FOR CURRENT CALENDAR YEAR.**  
**NOTE: LATE APPLICATIONS WILL NOT BE CONSIDERED**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

President \_\_\_\_\_ email \_\_\_\_\_/phone\_\_\_\_\_

Contact Person \_\_\_\_\_ email \_\_\_\_\_/phone\_\_\_\_\_

Non Profit ID Number: \_\_\_\_\_ Is this a 501(c)(3) non-profit? \_\_\_\_\_

How long has the Organization been in San Luis Obispo? \_\_\_\_\_

Number of Players in Organization \_\_\_\_\_

Percentage of Players that are Residents of San Luis Obispo City \_\_\_\_\_

What age groups participate in your organization? \_\_\_\_\_

Where do you conduct practices and games? \_\_\_\_\_

Event Name \_\_\_\_\_ Dates \_\_\_\_\_

Is this request for a: Tournament  League Playoff  League Games  Practices

Description of Event \_\_\_\_\_

**\*\*\*Please provide an itemized budget for your request\*\*\***

Amount being requested: \_\_\_\_\_

Information: #of teams expected/entry fee/expected cost of facilities etc.

\_\_\_\_\_

\_\_\_\_\_

Please indicate the other funding sources for this event.

\_\_\_\_\_

Is the event intended to raise funds for the organization? YES \_\_\_\_\_ NO \_\_\_\_\_

What facilities are being used for the event? \_\_\_\_\_

Any additional information that you believe should be considered by the JUC in determining the funding for this event? (Use reverse side if necessary) \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_