



## **NFL YOUTH FOOTBALL FUND TRAVEL FUND FOR NATIONAL YOUTH FOOTBALL CHAMPIONSHIP GAMES GRANT PROPOSAL FORMAT**

The NFL Youth Football Fund (YFF) is a 501(c)(3) nonprofit organization founded by the National Football League and the NFL Players Association. The YFF seeks to use football as a catalyst to promote positive youth development and also insure the health of grassroots football in future generations.

Through the NFL Travel Fund For National Youth Football Championship Games Program, local affiliates/teams of Pop Warner Little Scholars, Inc. may apply to the YFF for donations of up to \$5,000.00 to help offset hotel accommodation costs associated with the Pop Warner Super Bowl. These YFF contributions should serve as a motivator for other local businesses/sponsors to commit to this initiative whether through financial contributions or other in-kind resources. Grants only will be awarded to approved local affiliates/teams of Pop Warner Little Scholars, Inc.

### **APPLICATION GUIDELINES:**

- **To be eligible, Pop Warner teams must submit completed NFL Travel Fund Grant application forms to the Pop Warner National Office by November 13, 2006 along with the Coaches Articles of Compliance. Applications submitted after November 13 will be considered ineligible and will not receive grant consideration from the NFL Youth Football Fund.**
- All applicants must demonstrate the need for funding and provide specific uses of funds.
- The NFL Youth Football Fund mandates that NFL Travel Fund grants be earmarked for the youth football participants' hotel accommodation costs associated with the Pop Warner Super Bowl. If your team's application is approved by the NFL Youth Fund, the Pop Warner National Office will submit the funds directly to Disney Sports Travel, to credit your team's account at Walt Disney World.
- All NFL Travel Fund grant recipients are required to report back to the YFF on the use of grant funds following the Pop Warner Super Bowl via narrative, financial reports and copies of actual receipts.

**MAILING INSTRUCTIONS:**

NFL Travel Fund grant donation applications must follow the attached format and include all specified information in the designated order. Incomplete applications will be returned and will not be eligible for consideration.

Applicants will be notified by phone or e-mail as to the status of their proposal.

Completed applications should be RECEIVED no later than 5:00 PM EST, November 13, 2006. and mailed to:

Beth Dietz, Event Coordinator  
Pop Warner Little Scholars  
586 Middletown Blvd., Ste. C-100  
Langhorne, PA 19047

Applications submitted via US Mail must be RECEIVED on or before the November 13, 2006 deadline. No faxed or e-mailed applications will be considered.



**2006 NFL YOUTH FOOTBALL FUND  
TRAVEL FUND FOR NATIONAL YOUTH FOOTBALL CHAMPIONSHIP GAMES  
GRANT APPLICATION FORM**

**I. CONTACT INFORMATION**

Organization Name:  
Specific Team/Age Group Applying:  
Address:  
City:  
State:  
Zip:

Organization Contact: (e.g., Head Football Coach, Administrator, etc.)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

**II. PROPOSAL SUMMARY**

Briefly explain and justify the funding request. Applicants must demonstrate the need for funding and provide specific uses of funds. Please summarize in a short paragraph:

1. A description of the grant request and the amount requested from the YFF.
2. Why your organization is requesting this grant and exactly how YFF grant funds will be spent if a grant is awarded.

**III. FUNDING REQUEST**

Please include the following about your organization:

1. A brief description of the organization's mission and history.
2. The total number of youth football players served by your organization/association.
3. General socioeconomic demographics of the youth football participants served by your organization/association. Descriptions should include age, race, socioeconomic status, physical ability, etc.

Please include the following about the specific TEAM on behalf of which this application is being submitted:

4. Number of youth football players and coaching staff for THIS TEAM traveling to the Pop Warner Super Bowl.
5. Statement concerning plans for support and investment from local businesses/sponsors.

#### IV. FINANCIAL INFORMATION

Please attach the following:

1. Current **detailed and itemized travel expense budget** for **THIS TEAM'S** participation in its respective championship tournament.
2. A list of **foundation, corporate and other funding supporters** secured for participation in the respective championship tournament and/or sources that are currently being solicited, along with the status of each request and all sources of income with amounts.
3. The most recent **Financial Statement or listing of actual revenues and expenses** for your organization if revenues are less than \$10,000. The Financial Statement or listing should reflect actual revenues and expenditures for the most recent fiscal year.
4. The most recent **Audited or Reviewed Financial Statement** for your organization if revenues are less than \$25,000 but more than \$10,000. The Audited or Reviewed Financial Statement should reflect actual revenues and expenditures for the most recent fiscal year.
5. The most recent **Audited Financial Statement** for your organization if revenues are more than \$25,000. The Audited Financial Statement should reflect actual revenues and expenditures for the most recent fiscal year.
6. Name and contact information of your organization's **CPA**.
7. Name and contact information of your organization's **bookkeeper**.
8. A copy of your organization's **IRS Form 990**.
9. One-page minimum summary/financials outlining the use of **prior YFF Travel Fund Grants** (if applicable).

#### V. EVALUATION

Please address each of the following:

1. Explain how you will evaluate this youth football travel opportunity to measure its success and expected outcomes.
2. Describe your organization's criteria for success within this youth football travel opportunity and the results you expect to achieve by the end of the event (e.g., how the travel opportunity enhanced the youth participants' sports experience, the lessons it provided to the participants, etc).

#### VI. REPORTING REQUIREMENTS

If a local team of Pop Warner Little Scholars, Inc. is approved to receive an NFL Travel Fund grant, the organization is required to submit a brief narrative report three months from the check issue date as well as a full narrative and financial report of the grant at the six-month mark. The reports should explain how the organization's needs were met, how grant funds were spent, compliance with the grant terms, and the progress made by the organization toward achieving the goals of grant. Failure to submit these reports will jeopardize any future funding from the NFL Youth Fund. Additionally, the organization must agree to retain copies of all reports with respect to the grant for at least four years following completion of the reports to the YFF, and make its books and records available for inspection by YFF auditors, at reasonable times.