



## Peoria Diamond Club

# Grant Program Procedures and Application

The Spring Training non-profit charitable organization for  
the San Diego Padres and Seattle Mariners!



Peoria Diamond Club  
16101 N 83<sup>rd</sup> Avenue Suite 2  
Peoria, AZ 85382  
623-773-8710  
[info@peoriadiamondclub.org](mailto:info@peoriadiamondclub.org)

## **Peoria Diamond Club Mission Statement**

The Peoria Diamond Club is a non-profit organization whose volunteers participate in the daily operation of San Diego Padres and Seattle Mariners Spring Training at the Peoria Sports Complex in Peoria, Arizona. Proceeds from the annual Peoria Diamond Club Charity Game, along with revenues generated throughout Spring Training and other fundraising events, are donated to local community youth programs through our highly successful grant program.

### **Grant Program**

#### **Purpose:**

The Peoria Diamond Club Grants Program provides donations, gifts, awards, contributions and grants in various amounts to assist youth through sponsored or directed activities.

**Individual Projects:** To support the training, development and/or attendance of a youth for the purpose of educational, cultural, or athletic event participation.

**Organizations, Teams, and Group Projects:** Grants may be awarded for the development/expansion of new or existing activities. Groups that are non-profit or charitable organizations, schools working to improved education, development and quality of life, or organized athletic teams participating in sanctioned athletic events are all examples of potential grant winners.

#### **Use of Grants:**

The Diamond Club's Grants are to be applied toward the direct cost of the *specific* project, program, event, activity, etc. being proposed, as identified in line-item budget submitted with the request. Generally, grants may be used to support the following items:

- Costs associated with attending or sponsoring a proposed program, event, or activity.
- Costs of a new or existing program or expansion of a current program, event, or activity which impacts the participants rather than administrators.
- Costs associated with the sponsorship or promotion of a program, event or activity which encourages the participation in such program, having an emphasis on youth involvement.

#### **Grant funds may NOT be used for the following purposes:**

- Funds or foundations which are themselves grant-making bodies.
- Reduction of an organization or individual's operating deficit, retirement of debt, or reserve funds.
- Replacement of program support received from other donors.
- The personal health, growth or economic benefit of administrators, individuals or leaders of an organization or to: individuals, political campaigns, organizations which discriminate, or religious organizations which are solely denominational or sectarian in purpose.

#### **Grants Eligibility:**

Grants will be made to organizations with appropriate 501(c) (3) or 509(a) tax status as specified under a letter issued by the Internal Revenue Service (IRS). Grants to individuals or teams will be made on a need basis.

While not excluded from applying for a grant, organizations with large annual operating budgets will be expected to make a stronger case for such contribution. Also, the use of an unrelated private-sector organization with appropriate tax status as a fiscal agent for a program developed by and for a not-qualifying organization is unacceptable. The same applies to grants for individuals.

Multiple grant requests from the same organization in the same review cycle are discouraged. An organization whose grant request was not funded cannot resubmit the same request for at least twelve (12) months.

**Selection Criteria:**

Selection of beneficiaries will be based on a number of factors, including but not limited to:

- The need and scope of the proposed program
- The possible relationship of the proposed program to previously funded programs
- Proper submission of all required information
- The number of youth participants affected by the program/event
- The special nature of the event or program and its impact on youth participants

**Application Procedure:**

All grant requests should include the following:

- Grant proposal cover sheet
- Completed two page grant request application

Also helpful information to include:

- Projected budget specifying how funds would be spent
- A copy of IRS tax status 501(c)(3) or 509(a)
- A brief description of the organization, or a personal biographical sketch
- Copy of latest financial statement, and/or a copy of the most recent filed 990-AR.

**Program Administration:**

Applications and inquires about the Grants Program should be submitted to:

Chairman/Grants Committee  
Peoria Diamond Club  
16101 N 83<sup>rd</sup> Avenue Suite 2  
Peoria, AZ 85382

No telephone requests will be honored. Program coordination is the responsibility of the Peoria Diamond Club Grants Committee. Grants are approved by the Board of Directors following a recommendation by the Grants Committee. ALL DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL.

Special review information:

Once a request has been received, the Grants Committee may request additional information prior to a final decision. The Grants Committee may hold review hearings of applicants to gain further knowledge of the proposed project. Also, the Grants Committee reserves the right to contact the organization's staff, officers and board members as part of the review process.



## Peoria Diamond Club Grants Proposal Cover Sheet

(Please complete and attach to the proposal)

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Name of Applicant (Organization or Individual)	Amount Requested
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Purpose of program, project, event, activity, etc.

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Estimated Project Start Date	Duration of Project
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Contact Person	Title	Phone Number
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Organization Street Address

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City	State	Zip Code	Phone Number
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Name to be printed on check if awarded a grant

Organizations/individuals receiving Peoria Diamond Club grant funds acknowledge that these funds are to be used solely in support of the purposes specified in the grant application. The organization receiving funds agrees to adhere to the Peoria Diamond Club's reporting requirements, including, but not limited to, submission of an expenditure report on the use of funds, and any requirements of the Internal Revenue Code pertaining to foundation grants.

The above conditions of grant awards are hereby accepted and agreed to:

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Signature and Title of Organizational Officer

Date

Proposal #: \_\_\_\_\_

**Peoria Diamond Club**  
**Grant Request Application Proposal**  
(for grants in excess of \$100)

Thank you for your interest in the Peoria Diamond Club Grants Program. Since its inception in 1994, we have gifted over \$1,000,000 to various youth organizations, impacting thousands of children throughout Western Maricopa county.

As we continue to grow, so do the number and size of grant requests. Please take a moment to review all of the materials enclosed. Be sure that your request is complete prior to submittal. If you feel that a specific item does not apply to you, please explain why in as much detail as possible. No request will be declined based on an incomplete application, however the more detail you provide, the better we can evaluate your need. If your grant is approved, you will need to provide receipts or vendor verification as requested.

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Organization	Amount Requested
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Purpose for Funds

1. Identified Target Population (Who will benefit from this grant?):

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2. Defined Service Area (School district, neighborhood, community, etc.):

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3. Describe the request as it relates to the PDC Grants Program guidelines:

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4. Describe how the request will work. List key goals and objectives:

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5. Identify other funding sources for this purpose, including individuals and organizations that contribute to the success of this request. Do not include funders or in-kind contributors:

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6. If requested, would you make a presentation to the Grants Committee or Executive Board about your organization and request? YES or NO

7. Has this organization ever applied or received funds from the Peoria Diamond Club? YES or NO

If yes, please include date, amount and purpose of previous request:

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8. Did you include:

Completed cover sheet and application?	YES	NO	N/A
Letter signed by CEO/Director?	YES	NO	N/A
Projected budget?	YES	NO	N/A
IRS 501(c)(3) & 509(a) status current?	YES	NO	N/A
Copy of latest financial statements?	YES	NO	N/A

If you answered NO or N/A to any of the above questions, please explain:

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