



APPLICATION FOR FUNDING

The Tucson Conquistadores, Inc. is a nonprofit corporation organized for the purpose of supporting youth amateur athletics primarily in Southern Arizona. Particular emphasis is on programs and activities serving disadvantaged and disabled youth. The success of the Cologuard Classic, enables the Tucson Conquistadores to provide this support in the form of financial assistance. All individuals or organizations requesting funds from the Tucson Conquistadores, must complete the following application, and submit supporting financial/budget documents.

DEADLINE:

Applications are reviewed once a month. The funding process normally takes 4 weeks from the time an application is received to a decision by our Funding Committee and Board of Directors. THE DEADLINE FOR APPLICATIONS IS THE 24TH OF THE MONTH. The request will be reviewed, and the applicant will be notified by email around the 15th of the following month. Applications received after the 24th will be held over until the following month.

APPROVED FUNDING:

If approved, the Conquistadores will receive a written accounting of any funds advanced upon and the results achieved by the individual, team or organization. **IN THE EVENT FUNDING PURPOSE IS CANCELED OR TERMINATED, THE GRANT MUST BE RETURNED IN FULL, IMMEDIATELY.**

CONTINUED FUNDING:

Approved funding for an individual, team or organization in a fiscal year does not guarantee future approvals and continued funding.

PLEASE INCLUDE: FINANCIALS/BUDGET, or itemized estimate of expenses, Tax I.D./ 501(c)(3) and copy of the IRS Affirmation or Determination Letter. Applications must also include a COVER LETTER, explaining true financial need.

Please return applications with other supporting documents, via email or by fax

Funding Chairman

Tucson Conquistadores

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ORGANIZATION

Please complete if you are an Organization looking for assistance

Organization Name: _____

Type of Organization: Profit Non-Profit Other Tax I.D./501(c)3 _____ *

Please include copy of the IRS Affirmation or Determination Letter

Contact: _____ Title: _____

Address: _____ City _____ Zip _____

Daytime Phone: _____ E-Mail: _____

Type of Sport (or Name of Event): _____

Number of Individuals Involved: _____ Ages of Individuals: _____

REQUEST INFORMATION - All applicants must fill out this section completely.

Amount of Request: \$ _____ Date of event(s): _____ Funds will be required by: ____/____/____

What is the name of the event you are entering/organizing?

Where is the event(s) being held? _____ What are the registration costs? _____

How will this grant be used if approved? _____

What did the individual/team do to qualify for the event? _____

How did you hear about the Conquistadores? _____

Have you received funding from us in the past? _____

If yes, when was the last time that you received such funding? _____

List names and dollar amounts of support received from other sources (use separate sheet if more):

1. _____ \$ _____ 2. _____ \$ _____

A COVER LETTER & EXPENSE LIST/BUDGET MUST BE ATTACHED FOR THIS APPLICATION TO BE REVIEWED

If approved, make check payable to: _____

Address (include zip code): _____

Contact: _____ Phone: _____

INDIVIDUAL

Please complete if you are an individual athlete looking for assistance

Name: _____ Age: _____ Grade: _____ Gender: _____

Address: _____ City: _____ Zip _____

Parent's Name(s): _____ Daytime Phone: _____

Parent's Occupation(s): _____

School: _____ Type of Sport: _____ Years of participation _____

Coach's Name: _____ Daytime Phone: _____

Awards/Titles: _____

TEAM

Please complete if you are a team looking for assistance

Team Name: _____ Type of Sport: _____

Team Contact: _____ School: _____

Address: _____ City _____ Zip _____

Daytime Phone: _____ E-Mail: _____

Year Team Was Formed: _____ Number of Team Members: _____

Ages of Team Members: _____

League Name: _____ League Contact: _____

Daytime Phone for League contact: _____

Awards/Titles: _____

All Funding must include a copy of the most recent budget.

Each request for financial assistance to the Tucson Conquistadores is individually considered. While we would very much like to honor all requests, we regret that we are unable to do so. No applicant should interpret our inability to act favorably on a request as a failure to appreciate or recognize the value or level of effort, dedication or achievement involved with the activity or program described in the request.

CONTRIBUTION GUIDELINES

The following represent our general guidelines for providing financial assistance. These guidelines are by no means comprehensive and are generally applied with other factors of a subjective nature. The general summary of our contribution guidelines is for informational purposes only. The fact that a particular program or event may not specifically be dealt with in the guidelines; should not be taken as an indication that we will not support it.

The Tucson Conquistadores does not currently provide funding to organizations' programs/events outside of Southern Arizona, unless the program/event, primarily serves Southern Arizona residents.

Generally - Given that we have limited resources, our action upon a particular request will usually depend on the answers to the type of questions below:

- Is it related to youth amateur athletic or outdoor activities?
- Is there a genuine financial need, which is unlikely to be satisfied by other sources?
- Will the contribution be an effective and efficient use of our resources?
- Is there a special service, opportunity or achievement involved?
- How will the contribution benefit our community?

Age - Generally, we have restricted contributions to athletic and outdoor programs and activities involving amateur youth under the age of 21, unless disabilities or other extraordinary circumstances exist.

Need - In most cases, we would prefer that our contributions supplement funds raised from other sources, and not be relied upon as primary support. We are, as a rule, interested in information regarding what additional fundraising efforts have been undertaken and what other sources of assistance have been explored. **The Tucson Conquistadores, as a supplemental resource, offer a Charity Raffle, in which organizations receive 80% of all tickets sold**

Contributions to organizations - There are many non-profit organizations which provide worthwhile and valuable services to our community. Requests to us for contributions by organizations, are more likely to receive favorable action if the requests:

- Involve the population and activities we have targeted to assist (see above).
- Are for specific, capital-related or program needs, such as scholarships & equipment, and are not requests for general budget support of undefined purposes.

Out of town, state, country activities - Eligibility or invitations to participate in events or activities "away from home" frequently reward the effort and achievements of a variety of local amateur athletes and teams. We realize that this can represent a great opportunity for a variety of reasons; however, due to the expense involved and the increasing number of requests that we receive along these lines, we generally will not be able to act favorably unless:

- The event or activity involves sanctioned, championship-level competition sponsored by a qualified national sports federation, as opposed to the "good will" or "friendship" invitational events.
- The applicant must finish 1st or 2nd in the sanctioned qualifying event;
- Participation in the event or activity is the result of unique and extraordinary effort and accomplishment (with special consideration given to those with disabilities).
- Only one post season event per applicant will be considered.
- In the case of youth soccer, baseball, softball, football, basketball or other team competitions, support can be directed to the region or club for allocation based upon need, achievement, etc.

APPLICATION PROCESS

Applications for contributions must be submitted on a form which can be obtained from the Conquistadores' office, or online: www.tucsonconquistadores.com

We require the form be accompanied by a cover letter, financials, budget, or other material providing additional information supporting the request, and outline true financial need. It is particularly useful and will assist us in acting upon the request if supplemental information is provided to us bearing upon the guidelines noted above (to the extent applicable), or any other extraordinary circumstances or factors the applicant would like us to consider. Absence of information may result in deferral of our consideration of any application.

To be eligible, a charity must hold a 501(c)(3) non-profit status and be based in Arizona. The Tucson Conquistadores reserves the right to accept or reject any application and to approve or disapprove any proposal for funding. Tucson Conquistadores also reserves the right to change the application criteria at any time. Please refer to the list below for more detailed information. Other guidelines may apply and will be evaluated on an individual basis. Our grant amounts vary, depending on revenue received from the Colguard Classic, a PGA Tour Champions golf tournament.

Applications must be received by the 24th of each month to be considered on the following month's agenda. If approved, the applicant is notified by the 15th of the following month. As a rule, applications received after the 24th of each month will be held over until the following month's deadline.

*Under some extraordinary circumstances we may be able to act on requests for contributions on an emergency basis. Since this involves a special procedure and is dependent upon the availability of a number of people on short notice, applicants should be aware that we may not be able to process particular requests on an emergency basis and that the amount of assistance on an emergency basis may, even if granted, be limited.

Approved Applications

With respect to applications we approve, we ask that in exchange for our support:

- Funds provided by the Tucson Conquistadores be used only for the purpose specified in the application with such additional restrictions as we may inform the applicant of when funds are made available.
- Funds provided by the Tucson Conquistadores and used for the purposes noted above, be returned to us immediately.
- Within a short time after the use of the funds for the purposes noted above, the applicant send an email, or letter describing/including the results and/or photos of the activity or program, an accounting in reasonable detail of the use of our funds and, if requested, documentation in the form of receipts, etc.

Failure by an applicant to comply with these requirements will make it likely that future requests will not be honored.

***** Applications must be completed in full, including:**

- **Tax I.D./ 501(c)(3) or IRS Determination Letter**
- **W-9**
- **Itemized expense list**
- **Budget/financials in order to be considered by the Funding Committee**