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## APPLICATION FOR FUNDING

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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 handicapped youth. The success of the Tucson Conquistadores Classic, enables the 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.

### DEADLINE:

Applications are reviewed once a month. The funding process normally takes 4 - 6 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 24<sup>TH</sup> OF THE MONTH. The request will be reviewed and the applicant will be notified by mail 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 expect 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.

### ITEMIZED EXPENSES:

Please attach an itemized estimate of expenses. Items may include, for example, cost of registration, meals, lodging, transportation etc.

Please return applications and correspondence to:

Funding Chairman

**Tucson Conquistadores**

6450 E. Broadway Blvd. Tucson, Arizona 85710

Tel 520/571-0400 Fax 520/571-0444 E-mail [lorikav@tucsonconquistadores.com](mailto:lorikav@tucsonconquistadores.com)

**\*\* Applications must be completed in full, including an itemized expense list, to be considered\*\***

## 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: \_\_\_\_\_ How long in this sport?: \_\_\_\_\_

Coach's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

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

# 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 \_\_\_\_\_

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 COMPLETE ITEMIZED EXPENSE LIST MUST BE ATTACHED FOR THIS APPLICATION TO BE REVIEWED\*\***

If approved, make check payable to: \_\_\_\_\_

Address (include zip code): \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Each request for assistance to the Conquistadores is individually considered by us in light of general guidelines (summarized below), all attendant and special circumstances as well as our available resources. While we would very much like to honor all requests fully, 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.

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### **Contribution Guidelines**

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The following represent our general guidelines for providing 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 activity may not specifically be dealt with in the guidelines should not be taken as an indication we will not support it and should not necessarily discourage the submission of an application for assistance.

**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 as to need including what other fundraising efforts have been undertaken and what other sources of assistance have been explored.

**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), and;
- are for specific, capital-related or program needs 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. Due however 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, and;
- The applicant must finish 1<sup>st</sup> or 2<sup>nd</sup> in the sanctioned qualifying event; or,
- 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.

Applications for contributions should be submitted on a form which can be obtained from the Conquistadores' office. We suggest that the form be accompanied by a letter or other material providing additional information supporting the request. 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.

**Applications must be received by the 20th of each month in order to be acted upon and the applicant 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 any particular request 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 us 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 us and not 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 drop us a short note describing the results 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.**

Revised 10/15/11

JL

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