



## **STABC Grant Process**

Santa Teresa Athletic Booster Club grants support both specific teams and general athletics. The grant budget will be determined at the beginning of each school year.

### **Grant Process**

- Only one grant request can be approved per school year (July 1 - June 30) per sport.
- Expenses that cannot be covered by the Athletic Department budget and team fundraising efforts may be submitted in a grant request to the STABC through a Coach or Team Liaison.
- Mandatory obligations to be considered for a grant are listed below:
  - Submit a fully completed Grant Request Application in its entirety (found on our STABC website) by the stipulated due date.
  - Include signatures from both the Coach and the Athletic Director.
  - Include a current statement of income and expenses to justify the grant request.
  - Parent and student athlete participation at all STABC fundraising events (minimum tickets sales volume equal to 20% of roster for all events held such as but not limited to Zombie Run and Crab Feed).
  - Minimum one Coach and/or parent from each sport shall attend a minimum of 5 out of 10 general meetings per school year.
  - Mandatory \$100 minimum value raffle baskets are to be donated per team for the Crab Feed fundraiser.
  - Provide volunteers for the Snack Shack, Game Concessions, and Crab Feed. The number of assigned shifts required per team per year will be determined annually based on previous year's roster size.
  - Grant approvals will be prioritized by need, grant grading sheet (found on STABC website), recent grant history, and number of affected athletes.

### **Grant Calendar for All Sports**

All grant requests are due to the STABC board by the 15th of each month. Decisions will be made at the next Executive Board meeting. Applications must be signed by the Athletic Directors prior to submittal.

### **Grant Approval and Payment**

Grant requests will be considered for final approval by the Executive Board. STABC will send an email announcement to the coach and AD.

STABC is unable to make reimbursements or payments to a coach. All checks will be issued directly to a vendor after receiving the proper paperwork such as a PO or an invoice. The team receiving the grant must submit documentation for payment by June 15 of the current academic fiscal year. If monies are not used by that time, they revert back into the STABC account.