



City of Santa Clara Wade Brummal Grant Application

ORGANIZATION ELIGIBILITY & GRANT REQUIREMENTS

1. Must be a City of Santa Clara -based non-profit sports organization, serving resident youth 18 years and under.
2. Must be current in its payment of non-resident youth participant fees.
3. Minimum grant amounts are \$XXX, maximum grant amounts are \$XXX. Grant applications are accepted once a year and must be submitted by X/X/20XX. Reimbursements are dependent upon fund availability and are subject to approval.

INSTRUCTIONS

1. Enter your eligible expenses. The following expenses are eligible for reimbursement: training equipment, uniforms, and entry fees for competitions/ tournaments. Other expenses may be eligible on a case-by-case basis subject to funding availability. Please select "other" and describe the expense in the notes column.
2. Expenses must already be PAID by the organization to request reimbursement. A copy of a payment receipt or paid invoice is required. **NO QUOTATIONS OR UNPAID INVOICES WILL BE CONSIDERED. Failure to submit appropriate documentation within 45 days of the submission of the grant application will be cause for automatic disqualification.**
3. Enter expenses in chronological order below (oldest first) and submit copies of your receipts compiled in the SAME ORDER. Items and dollar amounts must match your attached receipts exactly.
4. Email this completed spreadsheet together with the receipt packet in pdf format to: PRwadebrummal@santaclaraca.gov

Organization Name:
Contact Name:

Phone Number:

Email Address:

Please note: Items will NOT be considered for reimbursement without a copy of receipt of purchase. Quotes will NOT be considered. Please attach receipts in chronological order.

Receipt Date	Vendor	Item	Receipt Attached?	Expense Category	Notes	Amount	Approved

SIGNATURE _____

DATE: _____

Total

APPROVED _____

(for office use only)	Total Requested	<input type="text"/>
	Total Approved	<input type="text"/>