

Revision – 2016

# AL SENAVITIS MISSION IMPACT FUND (ASMIF)

## Program Guidelines and Grant Process

***Special  
Olympics  
Pennsylvania***



# **SPECIAL OLYMPICS PENNSYLVANIA ASMIF PROGRAM GUIDELINES**

## **Purpose**

The purpose of the Al Senavitis Mission Impact Fund (ASMIF) Program is to assist **ALL** SOPA local programs in launching new initiatives, creating program enhancements and sustaining program viability by providing financial assistance.

## **Scope**

The ASMIF is designed to help local programs enhance the quality of their programs, achieve success at a level over and above what is currently being done and establish a foundation for continued growth. The ASMIF is not intended to become a continuing source of support for a single initiative or need, nor is it intended to substitute for good faith efforts to develop resources locally. SOPA local programs are encouraged to identify opportunities to enrich the experience for their athletes in ways that expand or improve their participation and are sustainable over time without continued ASMIF support. Programs will be asked to share their accomplishments to date to support local athletes and the obstacles that have prevented the program from maximizing its potential. The ASMIF Committee expects to entertain requests for support and use a combination of financial resources and SOPA program development resources to both meet immediate needs and provide for ongoing sustainability through the development of continuing local support.

**Suggested ASMIF Uses** include but are not limited to:

- Sending registered delegations to sectional and/or state competitions
- Starting up new sports and/or offering local competition opportunities
- Enhancement of an existing sport or program
- Community Outreach
- Competition Registration Fees
- Transportation costs for registered delegations to and from trainings and competitions
- Uniforms
- Equipment
- Volunteer recruitment and training
- Athlete Recruitment
- Athlete Leadership Development
- Technology support and needs
- Invitationals (competition hosted by local program for multiple counties)
- Regional and State athlete and/or volunteer initiatives that several local programs will benefit from. Example: Athlete Leadership Program (ALPs).

**Restricted ASMIF Uses** include but are not limited to:

- Salaried or paid positions
- Social events (parties, dances, etc.)

## **Eligibility**

The ASMIF Program is open to **ALL** SOPA local programs.

## **Amount**

The recommended grant range is from \$300.00 - \$3,000.00 per application. However, the committee will consider requests up to \$5,000 on a very limited basis in instances where the impact and/or need warrants such consideration.

## **Terms**

Projects are not to last longer than one year.

## **Limitations**

Requests cannot exceed \$3,000.00 per calendar year (Except on limited basis as noted above) per local program. Multiple requests per calendar year can be submitted by a local program as long as the total of all requests does not exceed the \$3,000.00 per calendar year maximum. In addition, ASMIF funds are limited to projects to be implemented in the future. Funds for events, programs, equipment or activities which have occurred in the past will not be considered for funding.

## **Deadlines**

- Applications will be accepted at anytime
- Applications will be reviewed and approved as follows:

ASMIF grant proposals will be now be reviewed 2 times per calendar year:

**Review Period #1** (dates can be adjusted but time frame could cover Spring and Summer training seasons)

- Deadline to submit applications: January 31<sup>st</sup>
- 3<sup>rd</sup> Wednesday of February – ASMIF Committee meets to review all applications and make awards
- March 1<sup>st</sup> - ASMIF Committee finalizes 1<sup>st</sup> Review Period awards for those requests requiring additional information.
- March 15<sup>th</sup> – SOPA Finance Department to provide program with check

**Review Period #2** – (dates can be adjusted but time frame could cover Fall and Winter training seasons)

- Deadline to submit applications: July 31<sup>st</sup>
- 3<sup>rd</sup> Wednesday of August – ASMIF Committee meets to review all applications and make awards.
- September 1<sup>st</sup> – ASMIF Committee finalizes 3rd quarter awards for those requests requiring additional information.
- September 15<sup>th</sup> – SOPA Finance Department to provide program with check

### **Evaluation Criteria**

All requests will be evaluated upon the following criteria:

- Demonstrated need – those programs with insufficient financial support will be given priority consideration for funding
- Impact! Projects having the greatest impact will receive added consideration or priority.
- Specific, measurable and realistic objectives and tasks
- Potential for future project growth
- Appropriateness of requested funds to the overall budget
- Ability to continue the project or activity after the grant has ended

### **Conflict of Interest**

None of the funds awarded under this project may be used to economically benefit those who have direct ties to the local program other than the athletes. Questions concerning this policy should be directed to the Regional Field Director.

# SPECIAL OLYMPICS PENNSYLVANIA ASMIF GUIDE TO THE GRANT APPLICATION

## Part I - Cover Sheet

The Local Program Manager (LPM) must submit the attached Cover Sheet, Program Narrative, Project Budget and Terms of the Grant Acknowledgement Sheet to the SOPA Regional Field Director. The Regional Field Director (RFD) will submit the information to the SOPA ASMIF Committee via the SOPA Drop Box created for ASMIF submissions. The LPM must acknowledge and accept the Cover Sheet statement by checking the box provided on page one of the application. The RFD must acknowledge review of the application and recommend approval or disapproval of the request by checking the boxes provided on page one.

## Part II - Narrative (Maximum two (2) pages)

Please submit a description of your project with specific information. The narrative must answer the following questions **(PLEASE SEE THE SAMPLE GRANT APPLICATION FOR GUIDANCE ON HOW TO RESPOND TO THE QUESTIONS BELOW)**

1. What is the project?
2. What is the specific goal of the project?
3. How will the project be measured and what threshold is established for success?
4. Why is this project needed and why are ASMIF dollars needed to implement it?
5. Who will implement the program?
6. Where will it take place?
7. Will there be support from other sources? List with amounts and sources of support and include in-kind donations?
8. Is there potential for future project growth? If yes, how?
9. How will the project continue after the grant has ended? Please provide your plan for continued support.

## Part III - Budget

Please attach the one page, line item budget for the proposed project. Include all expenses that you anticipate will be incurred as a result of this project. Use additional sheets as necessary. **Please identify projected supplier in budget narrative and the date of the quote.**

## Part IV – Terms of the Grant

The Local Program Manager must read and complete the Terms of the Grant section of the application. The LPM must also acknowledge and accept the terms and conditions of the grant by checking the box on the final page of this section.

# SPECIAL OLYMPICS PENNSYLVANIA ASMIF GRANT PROCESS

## **STEP 1:**

The Local Program Manager submits the complete application packet to the SOPA Regional Field Director for deposit in the SOPA Drop Box created for ASMIF submissions. Incomplete or inappropriate grant applications are returned without further processing. Reasons for return will be cited. If returned, Local Programs are eligible to reapply immediately via the Regional Field Director if necessary changes have been made.

**Timing:** Applications may be submitted at any time and will be reviewed during the two (2) scheduled review periods set throughout the calendar year.

## **STEP 2:**

The ASMIF Committee will review all complete applications submitted during a calendar year on the third Wednesday in the months of February and August. The contact person listed on the cover sheet of the application should plan to be available telephonically during the ASMIF Committee meeting to answer any questions that may arise during the course of the Committee's review. The ASMIF Committee will use information provided by the SOPA Finance Department to evaluate the financial status of each local program. If there are any significant deviations from the information routinely submitted to the SOPA Finance Department, please note this information under #4 in the ASMIF Program Narrative document. The ASMIF Committee approves those projects that successfully meet the evaluation criteria and for which sufficient funds are available to support the requests. For those projects with outstanding questions that cannot be resolved in the committee meeting, the Committee will request additional information, which must be provided within one week of the Committee meeting.

**Timing:** The ASMIF Committee will meet at 3:00 pm on the third Wednesday in the months of February and August.

## **STEP 3:**

The ASMIF Committee finalizes all awards and notifies the Local Programs and Regional Field Directors of its decisions.

**Timing:** By the end of the month in which the Committee meets.

## **STEP 4:**

Projects recommended for funding are submitted to the SOPA state office for its standard signature process and checks are sent to the local programs in the amount of the award.

**Timing:** Within fifteen days of the finalization of all awards.

**STEP 5:** After the project has been completed, the Local Program must submit a closing report to the Regional Field Director for deposit in the SOPA Drop Box created for ASMIF submissions. The report contains a summary of the project outcome and a final budget. Also, copies of receipts for purchased items for the project need to be attached. If the Local Program fails to submit a closing report, it will become ineligible to receive future grants until such time as the closing report is submitted.

**Timing:** Within thirty days of the completion of the project.