



CLEVELAND TOUCHDOWN CLUB CHARITIES LEO MURPHY MEMORIAL FIELD & EQUIPMENT GRANT

About the CTCC Leo Murphy Memorial Field & Equipment Grant:

Through the generosity of our many sponsors and the hard work of our members fundraising efforts throughout the year, Cleveland Touchdown Club Charities is pleased to once again accept applications for the Leo Murphy Memorial Field & Equipment Grant.

This program provides:

- Financial support for a non-profit youth football organizations or school in the Greater Cleveland area to be used for equipment or facility upgrades up to \$10,000.
- Recognition of the grant recipients program through the CTCC website and literature.

Started in 2012, the CTCC Leo Murphy Memorial Field & Equipment Grant was established to allow the membership of CTCC give back directly to youth football programs in the Greater Cleveland area. Named after Leo Murphy, the longtime trainer for the Cleveland Browns and Honorary Lifetime Member of CTCC, this program provides local youth football programs with the opportunity to secure the proper equipment and resources they need to play the game safely.

Grants will only be awarded to 501(c)(3) non-profit youth organizations or high school programs. Grant funds must be used to make improvements to program's equipment and/or facilities and to help improve the safety and overall quality of that program. Eligible expenses are listed within this guide for reference.

This application guide contains tips to direct applicants through the CTCC Leo Murphy Memorial Field & Equipment Grant application process. Please read this guide carefully and consider all requirements before beginning this year's Leo Murphy Memorial Field & Equipment Grant application.

APPLICATION TIMELINE

Non-profit youth organizations or high schools applying for the CTCC Leo Murphy Memorial Field & Equipment Grant may apply beginning January 23, 2017 and must have their application post marked by March 24, 2017. Grant determination will be made by April 14, 2017.





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Who is eligible?

- Only 501(c)(3) non-profit youth or high school football programs are eligible to apply.
- In order for a youth football organization to be eligible for CTCC grant funding, it must be a 501(c)(3) non-profit organization at the time of application submission. If 501(c)(3) status is in the processing stage, the organization is not eligible to receive a grant. If paperwork is not available or is pending, then the organization is not eligible to receive a grant.
- High school programs do not need to provide proof of non-profit status.
- Applicants must be located in the Greater Cleveland area. This is defined by programs in the following counties; Cuyahoga, Geauga, Lake, Lorain, Medina, Portage and Summit.

What are the requirements?

- All grant proposals must include:
 - A copy of the your football organization's 501(c)(3) determination letter.
 - A completed grant application form.
- Grants will only be paid directly to 501(c)(3) non-profit youth or high school football programs – not to individuals.
- Grants must be used for non-salary or non-staff related costs (i.e.: purchase of new football helmets and equipment, helmet and equipment reconditioning, football field refurbishments, etc.) However, grant funds may be used to provide a stipend for a certified athletic trainer, whose defined role is to assist in the prevention and treatment of injuries during play, and to be present on the field during football practices and games.
- Recipient organizations (the youth football and/or high school programs) are required to report back to the CTCC board on the use of grant funds, which must coincide with the approved proposal.





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Important notes:

- CTCC Leo Murphy Memorial Field & Equipment Grant will only cover financial needs up to a \$10,000 maximum.
- Organizations are eligible to receive grant funds once every three years, however, you are welcome to apply as many times as you would like during this time.

Applications must be post marked by March 24, 2017.

Mail completed applications to:
Cleveland Touchdown Club Charities
c/o Leo Murphy Grant
P.O. Box 81103
Cleveland, OH 44181

Or submit via email to: ctcc1938@gmail.com

If selected to receive a grant:

- A primary contact representing the awarded organization must sign the CTCC grant terms and conditions.
- All receipts showing how the CTCC Leo Murphy Memorial Field & Equipment Grant was used must be submitted in a grant evaluation report.
- The evaluation report must be received within 90 days of when the grant monies were issued.





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Application For CTCC Leo Murphy Memorial Field & Equipment Grant

Name of Requesting Organization: _____

Contact Name: _____ Email: _____

Address: _____

Phone Number: _____ 501(c)(3): ____ Yes ____ No

Grant Amount Requested: _____

Please circle one of the following to specify how Field & Equipment Grant funds will be spent if awarded (please select at least one):

- Purchase New Football Helmets
- Helmet Reconditioning
- Purchase New Football Equipment
- Equipment Reconditioning
- Stipend for Certified Athletic Trainer
- Purchase New Football Uniforms
- Purchase Field Items
- Field Refurbishment
- Field Fees
- Renovations to Locker Room
- Renovations to Weight Room
- Purchase or Refurbish Scoreboard
- Support Youth Football Participation Fees

Describe how you will track your goals for this grant and evaluate progress:

Provide an estimate of the age range served by the youth football organization or high school: _____





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Provide an estimate of the ethnic breakdown served through the organization or high school:

Option	Percentage
Caucasian	
African American	
Latino	
Asian	
Native American	
Other	

Organizational Background:

Provide a brief description your youth football organization or high school:

Describe the population characteristics of the youth in your football:

Estimated total number of youth or High School football participants: _____

Population in 2015: _____

Male/Female ratio: _____

Median resident range: _____

Estimated median household income in 2015: _____

Provide an estimate age range served by the youth football organization or high school:





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Staffing:

- Total number of coaches on staff: _____
- Number of paid full-time coaches on staff: _____
- Number of paid part-time coaches on staff: _____
- Number of volunteer coaches on staff: _____
- Number of certified athletic trainers on staff: _____

Budget:

- Provide a 2017 tentative operating expense budget for your football program:
- List all funding supporters secured or being solicited for the 2017 football season:

Form W9:

Cleveland Touchdown Club Charities is responsible for maintaining accurate grantee information in its database. All grant requests submitted to the Cleveland Touchdown Club Charities now require the submission of a W9 form:

To ensure your CTCC Leo Murphy Memorial Field & Equipment Grant is processed in a timely manner, please make sure that the following information is provided:

- Organization Name and Contact Information
- Alternative payee name or DBA.
- Tax ID number for your organization.
- The withholding status of your organization.
- Your remit to address.

Acknowledgement and Signature:

I authorize the use and disclosure of my name, image or likeness, including still photo, as well as that of the organization I represent, including the use and disclosure of its name, image or likeness, including still photo, by the Cleveland Touchdown Club Charities.

Signature

Printed Name

Date





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**CTCC Leo Murphy Memorial Field & Equipment Grant
Financial Evaluation Form**

Name of Receiving Organization: _____
Contact Name: _____ Email: _____
Address: _____
Phone Number: _____ 501(c)(3): ____ Yes ____ No

Grant Amount Received: _____

Please circle specify how Field & Equipment Grant funds were spent (please select all that apply):

- Purchase New Football Helmets
- Helmet Reconditioning
- Purchase New Football Equipment
- Equipment Reconditioning
- Stipend for Certified Athletic Trainer
- Purchase New Football Uniforms
- Purchase Field Items
- Field Refurbishment
- Field Fees
- Renovations to Locker Room
- Renovations to Weight Room
- Purchase or Refurbish Scoreboard
- Support Youth Football Participation Fees

If your use of funds differs from your original application request, please describe below the reasoning for the variance.

Please provide copies of paid invoices/receipts within 90 days of receipt of funds that coincide with items identified above and return to ctcc1938@gmail.com or via U.S. Mail to:

Cleveland Touchdown Club Charities
c/o Leo Murphy Grant
P.O. Box 81103
Cleveland, OH 44181





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Cleveland Touchdown Club Charities (CTCC), its members and its sponsors will not be operating the youth or high school programs that may receive grants through this program and will not have any liability or responsibility for any claim arising in connection with the participation in recipient football organizations.

