

# Florida Junior Golf Council

## Application Guidelines

### Applying for a Grant

Before applying for a grant, you should read the grant guidelines listed below to be certain your organization qualifies. To apply for a grant, complete the "Grant Application" and the "Grant Budget" - both files are available on this website. Applicants for programs working with the First Tee National School Program should only complete the "School Application" which has a budget included in the application document.

All documents must be submitted by email to [grants@fjgc.org](mailto:grants@fjgc.org). A list of the deadlines and a description of the grant review process is included below. Grant applications are reviewed every two months, and your grant will be reviewed within two months of the deadline that you satisfy with your application.

### Grant Making Philosophy

The Florida Junior Golf Council (FJGC) provides grants to junior golf programs in the State of Florida. This grant program is designed to assist organizations that introduce young people to golf, through instruction and competition, teach the values and Rules of Golf, stress integrity, courtesy, self-discipline and other life skills. Additionally, the grant program assists junior golf organizations that serve economically disadvantaged youth, children with special needs and the general population.

Grant applications will be more favorably viewed when they come from existing junior golf programs with a history of assisting junior golfers. Start-up organizations seeking large grants in hopes of initiating new and untested programs will not be viewed as favorably. Programs should also demonstrate a reasonable level of self-sufficiency and provide a long-term plan for financial support.

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### Amount Requested

The average grant size will generally be in the \$2,000-\$20,000 range. Please do not request more than \$20,000. Do not exaggerate your funding requirements. Grant applications that contain inflated requests will be rejected. For new organizations and ones that are new to us, we prefer to start at a more modest level of funding and work toward building a long-term relationship.

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### Grant Term

Requests for endowments or multi-year grants will not be accepted, and grant recipients must re-apply each year. Organizations may request more than one grant per year.

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## Organizational Requirements

Applying organization must be either a:

1. Non-Profit Corporation as evidenced by
  - a. 501(c) status with the IRS, or
  - b. Corporation registered as a non-profit organization with the Department of State of Florida, Division of Corporations (see [www.sunbiz.org](http://www.sunbiz.org)); or
2. Local Municipal Department, including parks & recreation, child services and similar departments; or
3. Florida School, grades K through 12

**501(c) Status** - Although junior programs are not required to have obtained 501(c) status from the IRS to be eligible for FJGC grants, such formal, non-profit status is highly recommended. Having 501(c) status increases an organization's ability to secure grants from other sources and will allow individuals to make tax-deductible contributions to your program.

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## What the Grant Committee Looks For

The Grant Committee prefers programs that include a balance of four primary areas of emphasis:

1. Instruction
2. Practice
3. Playing
4. Life Skills - look to the First Tee website for their "Nine Core Values"

**Golf After Your Program** - To be most effective, your program should consider where your juniors will have the opportunity to play golf after they leave your program. You should coordinate with other local junior programs and local golf courses to establish necessary relationships.

**Playing Golf** - Golf is a game to be played. Instruction and practice are good - but kids have to be able to play the game in some form for your program to be most effective. Do not wear kids out by having them play too many holes, or golf holes that are too long for their ability. Make sure playing golf and practice sessions are fun. Competition is healthy.

**Community Involvement** - Adequate supervision not only promotes safety, it provides for a better experience. Your local golf professional will often provide you with tremendous advice and assistance. Go to area clubs and meet with the golf professionals. Florida also has over one million golfers, many of which are willing to provide help with your juniors. Senior golfers love to see juniors participating and many have decades of experience around the game. Use your local community and local community support groups for assistance and fund raising - do not just seek large grants for your support. Ask for help and financial support from the men's and women's golf committees at your local golf clubs.

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## Groups that are Funded

The Grant Committee has a history of funding four primary types of programs:

1. Existing, Traditional Junior Golf Programs
2. Newly Created Junior Programs
3. School Programs
4. Municipal Programs

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## Existing, Traditional Junior Golf Programs

Traditional junior golf programs include local and regional programs that provide playing opportunities, practice sessions and guidance on the game of golf to local juniors at a very low cost. These programs have often operated for many years and provide guidance on the culture of the game, its rules, etiquette and traditions. The juniors participating typically learn how to better handle themselves around adults and golf facilities.

The FJGC values the role of traditional junior golf programs in the development of junior golfers and recognizes that many of these programs could be enhanced or expanded with grants from the FJGC. Applications from existing programs to assist with expansion and administrative costs are encouraged.

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## Newly Created Junior Programs

Newly created junior golf programs are eligible to receive grant funding. However, newly created programs without a proven track record in junior golf will generally receive lesser grant awards in the early years of their program. Additionally, new programs should study the level of junior golf activity in their area to avoid a duplication of efforts.

**Local Support** - New programs should not look to the FJGC as their sole means of support and should develop other revenue sources including user fees, local support from community-based organizations, local businesses, golf clubs, and men's and women's golf associations found at local golf clubs. If your program is worthy, the local community and local golfers will lend their support.

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## School Systems and School Programs

If you are applying on behalf of a school district and intend to work with the First Tee National School Program there is a separate grant application for your use. Because of our familiarity with the First Tee's program, we do not require you to complete as much information as required for a non-school grant and we also ask for information specific to your school system. If you are not intending to work with the First Tee national School Program, you should complete the standard grant application.

1. **First Tee National School Program** - Programs should be conducted in conjunction with First Tee National School Program. Use of the First Tee National School Program is not an absolute requirement to be eligible for grants, but due to the efficiency and effectiveness of the program, its use is highly recommended.
2. **Matching Funds** - School programs are strongly encouraged to seek funding from their local communities in addition to FJGC funds. We will match funds up to 5:1 but we believe your program will more successful if you have your PTA, the Junior League or other local organizations "invested" in your effort.

The cost to enroll each school into the First Tee National School Program is approximately \$3,000. Your organization will need to secure at least \$500 of local support to meet the matching requirements. There are many local civic organizations that would be inclined to help and you should also consider asking your local men's and women's golf associations that you will find at most golf clubs in your area.

3. **Initial Trial Period** - Initial grants for a school district, or school system, will generally be provided for no more than five (5) schools in the first grant year.
4. **Future Years' Expansion** - After a successful implementation of the First Tee National School Program, school systems may apply for future grants at a rate that should not generally exceed 10 additional schools per year.
5. **Connection with Local Junior Golf Programs** - A critical component of a successful school based program includes the school's cooperation and coordination with junior golf programs conducted at local golf courses and practice facilities. Applicants must identify local junior golf programs (including First Tee Programs), and golf facilities that will serve as the next step in the development of their students. Essentially, interested kids need the access and opportunity to experience a traditional golf setting that includes PGA Professionals and on course playing opportunities.
6. **Curriculum and Frequency of Participation** - Applying schools should specify their curriculum and frequency of golf classes. The success of school golf programs is greatly increased though consistent, regular exposure to the game. The FJGC is reluctant to fund grants for programs that will be utilized on an occasional or infrequent basis.

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## Municipal Programs

Junior programs coordinated by departments of a municipal government are also eligible for grants. Eligible departments include those involved in youth athletics such as Divisions of Parks & Recreation, Community Development and Child Services. The FJGC grant program should not be used as a substitute for local tax revenue but may be used to develop new junior golf programs or to expand existing programs. Municipal programs often benefit from having free access to golf facilities or park space acceptable for use. They also have extensive experience with youth sports and coaching.

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## Allowable Uses of Grant Funds

- Golf instruction
- Course access and/or practice range facility access
- Life skills training/curriculum
- Golf Equipment
- Transportation provided for participants to attend program
- Snacks
- Clothing
- Insurance
- Fees based on sliding scale (free or reduced) per combined family income (W-2)
- Limited administrative expenses
- Volunteer supervision, training & background checks

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## Generally Unacceptable Uses of Grant Funds

- Golf swing evaluation equipment
- Donation for fundraising tournaments
- Course and practice facility construction
- Vehicle purchases
- Research studies
- Lobbyist/consultant fees
- Funds used to replace existing funding sources

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## Recommended Maximum Fees for Instruction

Fees paid to PGA professionals for training and coaching are acceptable but should be kept as low as possible. Professionals typically provide instruction to juniors at contributed or discounted rates and grant funds used for instruction are limited to the following maximum rates:

- PGA Class-A Professionals - \$35 per hour - minimum of 4 students as a group
- Other Professionals - \$25 per hour - minimum of 4 students as a group

**Special Needs** - Programs working with children with special needs will require additional instructors and people to assist with supervision. If your program includes children with special needs, please be sure to include such information in your grant application.

**Volunteers** - Programs are encouraged to utilize volunteers to assist with supervision and training. Many basic golf skills can be adequately demonstrated by an accomplished golfer serving as a volunteer. Your golf professional can help identify potential volunteers that are members or customers of the golf facility you are utilizing.

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## Access Fees for Courses and Practice Ranges

**Course Access** - The largest single cost a junior golf program may incur is for golf course and practice range access. However, there are many courses that will provide their facility at a significant discount to juniors. Those seeking grants (particularly those who are unfamiliar with golf) should spend significant time meeting with and negotiating their course access fees. Non golf grant writers beware - make sure you have a "golfer" to help you with pricing and negotiations. Junior golf access should be achievable for prices dramatically cheaper than adult golf. Prices should be reasonable and described in your grant request. Generally you should never pay more than \$20 for a round of golf for juniors on a regulation size golf course. Clubs will often donate the use of their course during off-peak times including some school holidays that fall on Mondays when some courses close. Beginning junior golfers should rarely play more than 9-holes. 3 and 6-hole "rounds" are recommended.

**Range and Practice Facilities** - Beginning golfers can be introduced to the game in many different settings. Perhaps the best situation for beginners is a good practice range facility that includes a short course. A good size putting green is also important. However, kids may be introduced to the game on almost any athletic field or park area. Be sure to consider the use of public parks and contact your local parks and recreation to seek access to their facilities. Similarly, golf courses owned by your city or county are often very committed to serving the public and free access for juniors should be very achievable.

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## Clubs and Golf Balls

**Golf Clubs** - Golf equipment does not always have to be purchased. Many golfers have used golf clubs stored at their home and they are willing to contribute them to your program if they only knew that they were needed. A "club and bag drive" at local golf courses can generate a tremendous amount of contributed equipment. Much of the equipment can be used, some should be thrown away and some can be sold at auction to raise money. Golf club manufacturers often have last year's inventory that can be donated or sold to a junior program cheaply. Juniors can use women's clubs, seniors clubs and men's clubs depending on their age and strength. Beginners under age 12 benefit from using clubs designed for juniors such as U.S. Kids clubs and other brands. These clubs are shorter and lighter and fit young golfers well.

If you must purchase new equipment, consult with your local golf professional who may be able to acquire junior clubs at wholesale for your program.

**Golf Balls** - Used balls are available by the hundreds for free. Ask your local club to put out a box or barrel to collect old balls from their players. Put up signs at local clubs - particularly ones surrounded by homes - homeowners that live around golf courses often have buckets of lost balls just sitting in their garage. Be creative, get some golfers working on your behalf on a ball and club drive and you will find a lot of both!

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## Application Process and Timeline

**Application** - Completed grant applications and related documents are to be emailed (not mailed) to the FJGC administrator at [grants@fjgc.org](mailto:grants@fjgc.org). All applications must be typed into the Word and Excel forms provided for the application. Handwritten applications will not be

accepted. Other requested documents, exhibits and pictures should be submitted via email as pdf, jpeg, Word or Excel files.

**Deadlines and Notification** - There are six grant deadlines that occur on the last day of every-other month throughout the year. (January 31<sup>st</sup>, March 31<sup>st</sup>, May 30<sup>th</sup>, July 31<sup>st</sup>, September 30<sup>th</sup>, November 30<sup>th</sup>) Generally, applications will be reviewed by the Grants Committee within 2 months of the grant deadline and decisions will be communicated within 10 days of the review meeting.

**Interviews** - During the review process, applicants will be expected to meet with a local advisor to the grant committee to discuss the program in detail. This local advisor may also visit the program during its operation.

**Funding** - The grant funds will typically be paid in two equal installments, 1/2 at the time the grant is awarded and the other 1/2 at the end of the program. The Grant Committee may establish alternative payment schedules for programs at the Committee's discretion.

**Interim Report** - Approximately one-half of way through the program period, the grant recipient will be required to submit a brief, informal report (1-2 page written update) summarizing the activity and progress of the program. Pictures should also be submitted at this time. The goal is to help the Committee recognize the good progress being accomplished with the granted funds.

**Final Report** - At the conclusion of the program, a final report including a financial statement and complete documentation of money spent must be submitted. Final payment of the remaining grant balance is contingent upon the receipt of the final report.

**Accounting Documentation** - The final report requires extensive documentation of the grant money you spend. In addition to the final budget and financial statements, you will need to provide copies of cancelled checks and invoices that total up to the amount of the grant you have been awarded in order to receive the final funding. Under State statute, we are not able to reimburse your program for any expenses for which you do not provide documentation. It is critical that at the beginning of your program you establish a systematic, organized method of maintaining your records and supporting documents. Please - stay organized - and recognize that good accounting is part of the requirements of this grant. We want to assist in every way possible, but are not able to serve as your accountants.

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**Questions** - If you have any questions regarding the grant process the most certain way to reach us is by email at [grants@fjgc.org](mailto:grants@fjgc.org). While email is preferred, you may also call the Florida State Golf Association at 813-632-3742 and ask to speak with someone about the license plate grants .

The Florida Junior Golf Council looks forward to working with you to improve the lives of Florida's children by introducing them to the great game of golf and the tremendous values embodied in the game.