

# **PROFESSIONAL ATHLETES FOUNDATION**

## **Guidelines for Charitable Grant Funding Requests**

### **Purpose**

The Professional Athletes Foundation (PAF) was created to provide vocational, educational and athletic opportunities for people of all races, religions and nationalities, who because of economic disadvantage or other reasons might not have the fullest opportunity to develop their abilities. PAF will give priority to projects that provide assistance to young people. Funding will primarily focus on education, mentorship, health and participation in athletics.

### **Application Process**

All grant funding requests must be made in writing to:

**Professional Athletes Foundation  
1133 20<sup>th</sup> Street NW  
Washington, DC 20036**

All organizations are also **required** to submit an electronic copy of their grant funding request to:

**ProfessionalAthletesFoundation@nflplayers.com**

Any organization submitting a request for funding **must** be a 501(c)(3) tax-exempt organization with such a designation from the Internal Revenue Service (IRS). The PAF will only consider organizations with administrative costs under forty percent (40%) of their operational budgets.

Your funding request must include the following information:

1. A clearly defined description of the project you are seeking funding for;
2. The number of participants with their roles and responsibilities clearly defined(**include information on the need or problem that your organization will be working to address, and the targeted population**)

which includes age, race, socioeconomic status, etc.);

3. Identify and explain how you will evaluate the effectiveness of the program;
4. Provide your projects' budget that includes all funding.
5. Organization's contact name, address, phone, fax number, and email address.
6. A clear description of the organization's history, mission, and vision.

Every organization **must** provide the following attachments:

- Copy of the latest IRS letter of tax-exempt status under Section 501 (c) (3).
- A brief statement (signed and dated) on the organization's letterhead, that there has been no change in the purpose, character or organizational structure subsequent to the issuance of the IRS tax exempt letter.
- Most recent Annual Report
- Copy of your organizations current 990 tax return.
- List of all board members and their affiliations

All grant requests must contain all of the information specified above. Any grant request received without **ALL** of the above required documentation may result in an automatic denial of your grant request.

Grants will be awarded **ONCE** per year. **The deadline for the submission of all grant requests is April 1.** The number and size of grants allocated each year will depend on the number of grant request received and the amount of funding requested. No more than \$15,000 will be awarded for any grant request. This will allow for the PAF to assist as many worthy organizations as possible.

Please allow six (6) to eight (8) weeks for a decision on your grant funding request. You will be notified by mail and/or electronic mail of the Professional Athletes Foundation decision regarding your grant request. We kindly ask that applicant organizations and/or their employees/representatives do not call to check on the status of their grant request.

If your organization is awarded a grant, your project must be completed within 18 months of the grant. Funding renewals are not automatic and cannot be guaranteed. **If you are applying for a funding renewal, you must submit a report of the final results from the prior grant with your new funding request.**

Your final report must include the following information in a summary format:

1. A brief description of the major components of your program/project and results (did your organization reach its goal)?
2. How did your project/program affect the community and your targeted population?
3. What key contributions made your project/program successful?
4. What are your organizations' long-term goals for the sustainability of your project/program?