



## Cardinal Pride Grant Application

Cardinal Pride is a non-profit organization whose mission is solely to support the athletic teams of the Willmar Public School District. Board members are parents, former coaches, and other community members interested in seeing our athletes gain life skills through participation in sports. Money is generated through yearly memberships, raffles, a golf tournament, and advertisement sales. Cardinal Pride also is responsible for the Athletic Hall of Fame celebration in the fall.

Grants are divided into 2 categories:  $\leq \$250$  or  $\geq \$250$ . Both categories must be approved by the activities director (AD). Large requests require presentation to the Board.

Please submit your completed request electronically to the AD **at least one month prior** to the proposed expenditure. The AD shall promptly review the request for completeness, and if approved, forward it to the Cardinal Pride Board (CPB) President. The President will then review the grant and may contact the applicant to discuss or clarify the request. If the grant is  $< \$250$ , the grant will be reviewed at the next CPB and action taken. Board decision notification is through the AD.

If the requested grant is  $> \$250$ , the coach or a representative is required to attend a CPB meeting for discussion and review. The meeting is generally the 4th Monday of the month. Notification of the CPB's decision is through the AD. If approved, a check is issued to the WPS General Activities Fund and distributed to the appropriate sport through the school.

Successful grant requests include: accurate budget numbers, equipment needs for the most use by the most athletes, equipment that can be utilized by both boys/girls teams if appropriate, uniforms that belong to the school and have a plan to be well maintained by the athletes/team. Do not request money for purchases already made. The AD will not forward those requests to the CP board.

Cardinal Pride is eager to support Willmar Public Schools athletic programs. Please understand that the ability to fund requests depends upon the support Cardinal Pride has. Cardinal Pride hopes that the grant applicant and its sport participants show support for Cardinal Pride by promoting memberships to your coaching staff, parents and community members. We also encourage participation of coaches/parents/students through help at 50/50 Raffles, the annual Hall of Fame celebration, the golf tournament, and cleaning the trophy cases once a year at the high school.

Good Luck with your request and your season. Go, Cards!

## Cardinal Pride Grant Application

Date Submitted: \_\_\_\_\_

Team: \_\_\_\_\_ Girls/Boys

Head Coach: \_\_\_\_\_

Grant requested by: \_\_\_\_\_

Contact information email/cell phone: \_\_\_\_\_

Desired purchase date/need: \_\_\_\_\_

Total amount of expenditure: \$ \_\_\_\_\_

Other sources of income:  
(Team sales contribution (coffee, etc) \$ \_\_\_\_\_

Booster group/parent group contribution \$ \_\_\_\_\_

WPS contribution \$ \_\_\_\_\_

Amount requested from Cardinal Pride \$ \_\_\_\_\_

Describe your request including, but not limited to:

1. What do you need the funds for? (Please include photos, attachments, mock-ups, etc).

\_\_\_\_\_

\_\_\_\_\_

2. How will this benefit your program?

\_\_\_\_\_

\_\_\_\_\_

3. How will the athletes benefit from this purchase?

\_\_\_\_\_

\_\_\_\_\_

4. How long do you expect this purchase to be usable? (reasonable expectation)

\_\_\_\_\_

\_\_\_\_\_

5. What are the implications if you are unable to make this purchase?

\_\_\_\_\_

\_\_\_\_\_

Purchase approved by AD \_\_\_\_\_

Purchase approved by Principal ( if > \$250) \_\_\_\_\_

Date Reviewed by AD: \_\_\_\_\_

Date Rec'd by CP President: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_