

**PORTLAND WINTERHAWKS BOOSTER CLUB**  
**GRANT PROCESS AND APPLICATION**

**INTRODUCTION and OVERVIEW:** Although the Portland Winterhawks Booster Club primarily gives to youth oriented activities and programs with an emphasis on Junior Hockey Programs it will always be open to other community charitable programs as well as individual needs. Some of these outside charitable programs are the Oregon Food Bank, The Portland Police – Sunshine Division (Food and Clothing), the Portland Union Gospel Mission (Services to the Homeless, Food, Shelter, Clothing and Addiction Counseling) as well as several other programs that we have served since 1976.

We also give to Jr. Hockey Programs for team sports, individual needs (uniforms), training equipment and so forth. We work with the Winterhawks Varsity Hockey League, a program that brings hockey into the Four-County Portland, Oregon Metro-Region (Clackamas, Washington, Multnomah and Clark (Vancouver, Washington) high schools to support healthy competitive sports competition among area schools. We support the local Metro-League teams in recent years by providing funding for “ice-time” at the Oregon State Hockey Championships. This helps relieve the burden of the individual parents from having to also pay for this “ice-time.” Having a child in hockey at the developmental level of juniors can be an expensive undertaking by any family. We want to continue the child’s participation by providing for some of these annual financial burdens and promote the continued activity each year by the children in the high school varsity program.

The Portland Winterhawks Booster Club has recently decided to support and assist a start-up non-profit called “The “Gift of Gear” Program.” This program is interested in providing hockey game equipment to those families with grade-school children and with financial need who would not otherwise be able to participate in the Junior Hockey Programs currently in the Metro-Portland, Oregon area.

The Portland Winterhawks Booster Club is also concerned with head and spinal cord injuries occurring primarily as a result of a sports injury or as a result of a traffic accident where the child may or may not have had a budding sports career. Some of these donations have been to the Jack Jablonski Bel13ve in Miracles Foundation, a child that was injured in a high school hockey competition becoming quadriplegic as a result of the injury. Today, although confined to a wheelchair Jack Jablonski has been an inspiration to so many across this nation.

We also personally sponsor the “Shop-With-A-Hawk” program. This is a seasonal program during Christmas where the Portland Winterhawks Booster Club have partnered with the Portland Winterhawks Hockey Club, the Portland Police-Sunshine Division and Fred Meyer to bring the joy of giving and Christmas into the hearts and families that would not otherwise have a Christmas. Children are selected by the Sunshine Division and then “matched-up” with a Portland Winterhawks’ player to go on a shopping spree at Fred Meyer’s. With the idea of receiving not only toys but school supplies and clothing. Last year (2013-14) was our first

season to sponsor and provide the funding for this program and it was a phenomenal success all around bringing tears of joy to the parents and volunteers alike. This program is based on the Sunshine Division's "Shop-With-A-Cop" program, and has grown to be a national program with many police agencies.

The Portland Winterhawks Booster Club also supports the Portland Winterhawks Hockey Club player's education fund, Christmas Gift Baskets, Player of the Month and Most Popular Player of the Year programs.

All contributions to the Portland Winterhawks Booster Club are tax-deductible and one (100%) hundred percent of all contributions are used for charitable activities. Our operating funds are derived from retail sales.

### **GRANT GUIDELINES:**

The Portland Winterhawks Booster Club grant program is designed to respect the diversity of our communities. We are actively involved in our communities, partnering with local non-profits and for-profits to meet specific needs.

Within our funding guidelines, we consider grant requests without regard to race, gender, disability, religion, ethnicity, age or sexual orientation.

The Portland Winterhawks Booster Club would if at all possible be interested in helping everyone in our communities and granting all requests for funds; but, this of course is not realistic and it would be impossible to fund every request received.

### **GRANT PROGRAM MISSION:**

The Portland Winterhawks Booster Club contributes to the strength and vitality of our communities with a focus on youth and youth sports, primarily, but not limited to, junior hockey programs. We seek to build strong partnerships and lasting value in our communities and individuals by supporting:

- Youth activities primarily with a sports and/or educational (i.e., sciences) component
- Assisting the economic needs of low and moderate income families to achieve these youth related activities
- Support funding needs that do or will enhance the "value received" in our communities whether on an individual or community basis. The "value received" must be measurable and be beneficial and preferably long-term

## **TYPES OF SUPPORT:**

We will consider requests for funding that:

- Deliver effective programs or services with measurable positive outcomes in response to community needs
- Are financially stable
- Receive and provide strong leadership
- Collaborate to maximize positive effectiveness
- That involve constituents in planning and implementing
- We consider requests to support programs that are highly effective and/or innovative
- We consider a top-priority those requests that will promote and provide a positive outcome in the individuals as well as those programs providing a positive economic outcome to the communities

## **WE DO NOT FUND DIRECT ASSISTANCE TO THE FOLLOWING:**

- Capital campaigns or building projects
- Transportation and travel expenses
- Political organizations, causes, candidates or campaigns
- Salaries, stipends, tips and rewards
- Government agencies
- Loans or investments
- Research studies
- Merchandise for fund raisers and auctions
- Fundraising events (walks, races)
- Symposiums, conferences, conventions, professional association meetings
- Merchandise promotions, partnerships or advertising
- Development or production of books, films, videos, television programs, or websites
- Parties, celebrations, parades, festivals
- Deficit funding
- Contests or pageants
- Memberships dues and Professional fees
- Organizations whose activities or policies are in conflict with or may position our agency counter to our charitable “good-works” and goals
- Scholarships (tuition, room, board and other expenses associated with college or university studies)
- Tickets for contests, raffles, or any other activity with prizes
- Any other assistance that the board of directors may find not appropriate or within the scope of our charitable giving purposes

**TIMELY EXPECTATIONS:**

All applications for any funding assistance under the grant program should be received ninety (90) days before a final decision can be rendered.

Upon receipt of your application the board of directors through the corporate secretary will acknowledge receipt of your grant request.

BE ADVISED THAT GRANT REQUESTS RECEIVED DURING THE MONTHS OF MAY THROUGH SEPTEMBER MAY BE DELAYED AS THIS IS THE “OFF-SEASON” AND THE BOARD OF DIRECTORS WILL ONLY MEET ONCE DURING THIS PERIOD. During all other months the board of directors meet once a month.

You agree to properly and completely fill out the Grant Application by “printing and signing” where indicated and providing all supporting documentation. Such documentation will be kept “confidential” and available only to those who make grant request decisions.

You also agree to promptly respond to any correspondence in which the reviewing board has any questions or needs any clarification with regard to your grant application. Not responding in a timely manner will delay or could terminate your grant application.

**PORTLAND WINTERHAWKS BOOSTER CLUB**  
**GRANT APPLICATION**

Please note: You must “**PRINT or TYPE LEGIBLY**” in English except for the signature area.

Once you have completed the Grant Application you will need to send the entire application along with supporting documents with the proper application of postage to:

**PORTLAND WINTERHAWKS BOOSTER CLUB**  
**ATTN: CHARITABLE GIVING COORDINATOR**  
**POST OFFICE BOX 6768**  
**PORTLAND, OREGON 97228-6768**

**EMAIL QUESTIONS TO: [PNWHOCKEY@gmail.com](mailto:PNWHOCKEY@gmail.com)**

Alternatively you may forward your completed Grant Application and Supporting Documents by email in pdf format or in the event the file is too big you may forward by USPS on “disk” again in pdf format to the above address.

**STRATEGIES FOR SUCCESSFUL GRANTSEEKING:**

1. Do your research to determine whether our goals and objectives for grant-making are consistent with your type of grant request.
2. Provide a cover-letter on your stationary that introduces yourself, your organization and your proposal. Making a “strategic link” between your proposal and our mission and grant-making interests will add to a more positive outcome.
3. Type (or “PRINT LEGIBLY”) single-space all proposals.
4. Answer all questions in the order listed. Unanswered questions that pertain to your proposal will delay your grant application.
5. Submit three (3) copies of your Grant Application and all supporting documents.
6. Do not include any materials or documents other than those specifically requested in the Grant Application at this time.

**GRANT APPLICATION FORM**

Date of Application: \_\_\_\_\_

**CONTACT INFORMATION:**

Legal Name (First, Middle and Last): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your Email Address: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

Your Date of Birth: \_\_\_\_\_ Your Social Security Number: \_\_\_\_\_

Your Driver's License Number: \_\_\_\_\_ Issued by (State): \_\_\_\_\_

Web Site Address (if applicable): \_\_\_\_\_

**PARENTAL INFORMATION:**

Father Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Relationship if other than biological parents and why: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Note: (1) In the event of a youth the parents will need to provide financial tax returns (2) If parents do not live together please provide individual addresses for each. (3) If parent(s) are deceased please provide "relationship."

**STATUS and LEGAL CONSTRUCTION:**

- |   |     |    |
|---|-----|----|
| 1. This application is for the individual listed above        | Yes | No |
| 2. This application is for the Organization listed above      | Yes | No |
| a. Is your Organization a 501 (c)(3) Charitable Organization? | Yes | No |
| b. If no, is your Organization a "For-Profit" entity?         | Yes | No |
| c. If no, is your Organization a public agency/government?    | Yes | No |
| i. If yes, explain: _____                                     |     |    |
| 3. Are you or your Organization                               |     |    |
| a. A Partnership  | Yes | No |
| b. A Corporation  | Yes | No |
| c. A Limited Liability Corporation                            | Yes | No |
| i. For the above entities what home State: _____              |     |    |
| ii. Year of your establishing legal standing: _____           |     |    |

Note: **Additional Documents Required with Proposal:**

1. In the event of a 501 (c)(3) charitable organization you must submit a copy of your entities "IRS DETERMINATION LETTER."
2. In the event of a 501 (c)(3) Charitable Organization, Please provide copies of your IRS Form 990 for the past three (3) years
3. In the event of a "For-Profit" entity a certified copy of your Incorporation, Partnership, Limited Liability Corporation state registered documents establishing your entity as legal.
4. And in the event of Part 3 above, provide IRS Tax Reporting for the past three (3) years

## **INDIVIDUAL AND/OR ORGANIZATION INFORMATION:**

Provide the following in the form of a Proposal Narrative, preferably type-written on a separate letter-head document:

1. Brief summary of you and/or your organizations history
2. Brief summary of you and/or your organizations mission as well as the short-term and long-term goals related to this grant request
3. Brief description of you and/or your organizations current programs or activities, including any service statistics, strengths or accomplishments. Please highlight new or different activities, if any, for you and/or your organization
4. You and/or your relationship with other organizations working with similar missions. What is your role and/or your organizations role to these organizations?
5. If applicable, the number of board members, full time paid staff, part time paid staff and volunteers
6. What is the opportunity, challenges, issues or needs currently facing you and/or your organization?
7. Overall goal(s) of the organization for this funding period?
8. Objective or ways that you will meet the goal(s)
9. Activities and who will carry out these activities
10. Time frame in which this will take place
11. Long-term funding strategies
12. How will the proposed grant request benefit you and/or the community?
13. Please describe your criteria for success. What do you want to happen as a result of your activities?
14. How will you measure the out-come?
15. Who will be involved in evaluating the out-come?
16. What will you do with your evaluation (out-come) results?
17. List your Board Members and their affiliations
18. Brief description of key staff, including qualifications relevant to the specific request



**PROPOSAL INFORMATION BRIEF OVERVIEW:** (Answer the following questions)

1. Total Grant Funding Requested: \$ \_\_\_\_\_

2. Total Project Budget: \$ \_\_\_\_\_

3. Please give a summary of your request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Funds requested will be used specifically for:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Population served:  
\_\_\_\_\_  
\_\_\_\_\_

6. Geographical Area Served:  
\_\_\_\_\_

7. Project Date (if applicable; remember in most cases at least ninety (90) days will be needed to process the Grant Application.) \_\_\_\_\_

8. Is the benefit of funding this project “measurable?”                      Yes                      No

a. Please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What is the proposed “out-come” of funding this project?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. How does this project relate to our Grant Program Mission (noted above)?

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11. Fiscal Year End (N/a for Individual otherwise provide "month."): \_\_\_\_\_

12. Are you applying for funding from other source(s)?                      Yes      No

a. If no, why not? \_\_\_\_\_

b. If yes, give entity names, address and contact information for each

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

iv. \_\_\_\_\_

v. \_\_\_\_\_

Note: **Additional Documentation Required**

1. In the matter of a Non-Profit or For-Profit provide the following documentation:

- a. Last three (3) years of taxes filed with the Internal Revenue Service
- b. Current Year's Financial Reports
- c. Previous two (2) Year's Financial Reports

2. In the matter of Individuals making application please provide the following:

- a. A copy of your Driver's License or Government Picture ID Card (Not Expired)
- b. Copy of your Birth Certificate (Certifying a U. S. Citizen)
- c. Last three (3) years of taxes
  - i. In the event of a child then the last three (3) years of the parents income taxes filed with the Internal Revenue Service
- d. Current Financial Statement – A free painless fill-in financial statement for printing is available at: (Copy the following into any browser)

[http://www.lawdepot.com/contracts/financial-statement/?pid=googleppc-gfinst\\_us-ft\\_statement\\_a2ft-s-ggkey\\_financial%20statement&s\\_kwid=financial%20statement|8755368433&gclid=CIPfrsyl\\_7wCFexcMgodEWUAvg#questions](http://www.lawdepot.com/contracts/financial-statement/?pid=googleppc-gfinst_us-ft_statement_a2ft-s-ggkey_financial%20statement&s_kwid=financial%20statement|8755368433&gclid=CIPfrsyl_7wCFexcMgodEWUAvg#questions)

3. Provide a parental (or Guardian) reference for you and three (3) other non-relative references by adults twenty (21) one years or older, stating:
  - a. How long they have known you
  - b. In what capacity do they know you
  - c. What do they know of about your schooling
  - d. What participation in sports you may have had or do have today
  - e. Clubs or Civic Organizations they know you have participated
  - f. You're since of fair-play, relating with others, positive or negative characteristics, leadership skills, and so forth.
  
4. Your personal references of yourself, to include:
  - a. Tell us about your schooling
  - b. Tell us about your talents
  - c. Tell us about your youth sports activity and any accomplishments
  - d. Tell us about what clubs or civic organizations you belong too
  - e. Tell us what makes you a "well-rounded" individual

I certify that the answers and statements made, as well as the supporting documents requested and provided by the applicant(s) are true and correct. I understand that the information provided will be used solely for its intended purposes of evaluating this Grant Application. I agree to release all personal information without reservation and understand that these will also be kept "confidential" and not made public. I do however agree that the Portland Winterhawks Booster Club have my authority and permission to take and/or use photographs, my name, city and state and authorize media communications for publicity in relation to this Grant Application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable, Parental Signature (Guardian): \_\_\_\_\_

This concludes the Grant Application please gather together all documentation in the order requested above, make the necessary three (3) copies of the entire packet and supporting documents and mail to the address indicated above with proper postage affixed.

Email questions only to [PNWHOCKEY@gmail.com](mailto:PNWHOCKEY@gmail.com)

Thank you,

Charitable Giving Coordinator  
Portland Winterhawks Booster Club  
A 501 (c)(3) Charitable Organization