



## PROJECT RECOMMENDATION / FUNDING REQUEST

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

### District Information

State: \_\_\_\_\_ District: \_\_\_\_\_ District Administrator: \_\_\_\_\_

### Contact Information

League: \_\_\_\_\_ Is the Organization 501(c) Tax Exempt (Y/N): \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

### Request/Recommendation For Funding

Project/Event Description: \_\_\_\_\_

Anticipated Date of Project or Event Start: \_\_\_\_\_

Local Funds Available to Support Project or Event Costs: \_\_\_\_\_

Funds Requested From FOSER: \_\_\_\_\_ (Up to \$5,000)

Total Cost of Project or Event: \_\_\_\_\_

### Project / Event Details:

(Summarize the purpose of the project or event, i.e. Volunteer Education, Project Assistance, Region Needs/Enhancements, etc.)

Documents detailing the actual project including bid sheets must be included with the application. Proof of tax exempt status will also need to be provided prior to any funds being provided by FOSER.

The Friends of Little League's Southeastern Region (FOSER) is a non-profit corporation incorporated in the State of Georgia and a I.R.S. Code Section 501(c)(3) tax-exempt organization. FOSEK has been created by the volunteer District Administrators within the eight states of Little League's Southeastern Region. While an independent organization, FOSEK exists to support regional Little League Baseball® and Softball activities and especially the work of our thousands of volunteers.

FOSEK considers financial assistance to local Districts and Leagues of Little League® Baseball and Softball which are located in the Southeast Region for the purpose of advancing FOSEK's mission. Eligibility – FOSEK considers requests for funds from recognized Little League Local Leagues and Districts, and may only be provided to existing 501(c)(3) entities.

#### PROJECT FUNDING REQUEST PROCESS

If you have questions while completing this funding request, contact the FOSEK delegate from your state or the FOSEK Project Funding Application Review Committee (current committee members and contact information can be found at [www.FOSER.org](http://www.FOSER.org)). Submit the attached Project Recommendation/Funding Request form with supporting documentation electronically via email to FOSEK@FOSEK.ORG or mailed to FOSEK, P.O. Box 7557, Warner Robins, GA 31095.

#### INITIAL REVIEW

After your request/proposal is received, it will be reviewed by the FOSEK Project Funding Application Review Committee ("Review Committee") for informational sufficiency. *It is vital that contact information be correct and available within your request.* The contact person should be able to promptly respond to emails or phone call from the Review committee requesting supplemental information to clarify or expand your application request. A clear and concise description is essential to the Committee's understanding of your request.

#### BOARD OF DIRECTORS REVIEW

All Project funding requests/proposals are then presented by the Review Committee to the FOSEK Board of Directors for consideration. Requests received by March 10, 2017 will receive a decision on or before April 1, 2017.

#### AWARD PROCEDURE

Proposals awarded FOSEK project funds will receive a formal approval notice which includes the amount of the award as well as a schedule for disbursements and required documentation (invoices, receipts, photographs, etc.) detailing progress and completion of the project consistent with the proposal and timeline. Recipients are required to submit a final report upon completion of the funded project which should include the following information:

- (1) Confirmation that funds were expended for stated project purposes.
- (2) Provide a report summarizing the completed project and the use of FOSEK funding.
- (3) Provide a statement of the project's overall enhancement of Little League® Baseball and Softball in the Southeast Region.

#### FOSEK PLACES PRIORITY ON THESE TYPES OF PROJECTS:

- Educational and training projects for Little League Volunteers
- Projects that enhance the growth and development of Little League programs and Districts
- Seed money for Little League projects that demonstrate education and training of personnel
- Capital Improvement Projects
- Projects that benefit the Southeast Region Headquarters
- Sudden or emergency needs of a local Little League Program.