Date: June 2026

FOCA Grant Guidelines

Friends of Cambridge Athletics (FOCA) is a volunteer non-profit booster organization that supports CRLS athletic teams financially through team grants. Grants are awarded to help coaches with expenses and to support their student-athletes to learn, mature, and succeed.

WHO IS ELIGIBLE?

All CRLS athletic teams under the jurisdiction of the Athletic Director and with a current team liaison listed with FOCA are eligible to apply for funding.

WHAT IS ELIGIBLE?

FOCA grants can be used to pay for materials and services that directly benefit the team or students. This may include specialty-training clinics and expenses related to clinics, equipment/gear that stays with the team at the end of the season, travel or court/field rental fees not eligible to be covered by AD's office.

WHAT IS NOT ELIGIBLE?

FOCA grants cannot be used to pay for individual gear that student-athletes keep, expenses associated with team gatherings or celebrations, or expenses that are eligible to be funded by the Athletic Director's office. No food, meals, facility fees or other expenses related to team banquets. No meals during team travel (e.g., meets or regattas).

WHEN CAN I APPLY FOR A GRANT?

FOCA runs a principal grant cycle ahead of each season. An ongoing supplementary cycle, available for unforeseen/ intra-season requests, can occur during the season.

- Principal grant cycle: In an effort to make sure that coaches receive decisions on grants and can make plans / order equipment before the season starts, they need to apply for a grant THREE weeks before the season starts.
- Supplementary budget cycle: Applications for the supplementary budget cycle for unforeseen / intra-season requests can be applied for at any stage during the season. Decisions for these applications will be made at the monthly FOCA board meeting that follows receipt or within 14 days of receipt of the completed application.

	Fall 2026	Winter 2026/7	Spring 2027
Season start	August 24	Nov 30	March 15
Season end	Late November	Late February	Late May
PRINCIPAL GRANT CYCLE: For planned expenditures			
Reminder email to coaches	Early July	october 5	January 18
Deadline for application	July 27	November 2	February 15
Grant decision	August 10	November 16	March 1
SUPPLEMENTARY GRANT CYCLE: For unforeseen / intra-season requests			
Deadline for application	October 4	February 3	May 5
Grant decision	14 days after **complete** grant application received		

HOW DO I APPLY?

1. The attached application must be completed and signed by the team liaison and head coach, and submitted by email to FOCAgrants@gmail.com.
2. A Board member will review the grant request and reach out to the Coach / Team Liaison with any clarifying questions. FOCA will contact the Athletics Director with any questions regarding availability of potential funding directly from the District / Athletics Department
3. The FOCA Board will review and vote on the grant application, in line with the timelines detailed above. Decisions will fall into one of these categories:
    a. Fully funded
    b. Partially funded
    c. Denied (with reasoning and/or suggestions for corrections)
4. The FOCA Treasurer notifies the Coach and Liaison of the decision.
5. Coach or Liaison submits actual invoices or receipts to FOCA along with **FOCA Check Request Request Form.**
6. FOCA Treasurer will have the check mailed to the Coach or Vendor, after review and approval.

WHAT IS CONSIDERED IN THIS PROCESS?

FOCA grant applications are reviewed and decided upon based on their merits and the funding available at the time. A stronger application will include information addressing FOCA's funding priorities. FOCA's pledges to support:

- Initiatives which positively impact the student-athletes and the team (tangible and intangible)
- Teams who foster student-athlete engagement and have a positive impact on the CPS Athletics community, CRLS community or wider Cambridge community
- Initiatives which impact a larger numbers of student athletes, a large proportion of the team and / or student athletes who would not be able to fully participate in the sport, without the grant
- Equity and participation of new student-athletes, who may not have been involved in organized sports before high-school
- "Newer" sports which may not have a history of community financial support or general awareness

HOW IS THE GRANT PAID?

FOCA grants will be reimbursement checks made out to the Coach against original receipts or to Vendors against an invoice.

Grant funds *must be spent within 90 days* or before June 30, whichever comes first unless extended by FOCA treasurer, or they will be deemed forfeited.

QUESTIONS?

Please contact FOCA at focagrants@gmail.com. If you have financial questions, reach out to Bookkeepers, Sue Swalley: FOCAbookkeeper@gmail.com

Form Instructions

General comments:

- Please provide any details which you feel will be useful for FOCA in reviewing your grant application. A stronger grant application will include information addressing FOCA's funding priorities, recent team fundraising initiatives and sources / uses of the FOCA grant and other funding obtained.
- Please attach an additional page with further information about the team, impact, reasons for requested funds, etc. if necessary.

Section 2: Grant Details

(a.) For a Product or Service:

- When describing the impact of the grant on the team (now and in the future), please address how it will help strengthen and evolve the program.
- Pricing:
    - Please include an alternate provider quote, or explain why competitive quotes are not presented. (e.g. for highly specialized activities / equipment)
    - For special coaching, multiple quotes are not expected. Please include the hourly rate or information detailing the time commitment and total cost.
- Reason for selecting provider - For special coaching, please provide coach credentials. If no alternate quote is presented, please outline rationale.

(b.) For an Event

- For competition-related events (e.g. invitationals, nationals), please detail the organization running the competition, whether the team qualified through success in events during the regular season or whether it is an invitational.

Section 3: Grant Amount

- Please include a full breakdown of the budget, outlining all components and clearly identifying sources and uses of different sources of funding. Possible sources of funding are district money (from Athletic Director), money from the team account or other sponsorships/ donations.
    - If funding is available from the Athletic Director (from the District), please provide details of how funding will be directed. **It is required that you check with the Athletic Director before applying for a grant to see if the item / request can be financed from District funds.**
    - Please detail the amount and use of team funds (from the team account, held by FOCA).
    - Please describe where the FOCA grant funding will be directed specifically, as applicable.
    - Please do not leave any of these amounts blank.

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FOCA Coaches Grant Application

FOCA grants will be reimbursement checks made out to the coach against original receipts or to vendors against an invoice. Please email completed Grant Application to: focagrants@gmail.com

1. Team Information

Team:	Please check: _____Girls _____Boys _____Co-ed
*** We confirm that this application has been discussed with the Athletics Director**	
Coach:	Team Liaison:
Coach Tel:	Liaison Tel:
Coach Email:	Liaison Email:
Coach Signature:	Liaison Signature:
Coach Date:	Liaison Date:

2. Grant Details – Please complete EITHER section (a.) or section (b.)

(a.) For a Product or Service:

i.) Description:

ii.) Expected impact on the team this year and in the future:

iii.) Pricing:

Selected provider:

Cost Per Unit/Hour: $ # of Units/Hour: Sub-total: $

Shipping: Other Costs: Total: $

Alternate provider (if applicable):

Cost Per Unit/Hour: # of Units/Hour: Sub-total: $

Shipping: Other Costs: Total: $

iv.) Reason for selecting this provider:

(b.) For an Event / Activity:

i.) Description:

ii.) Expected impact on the team this year and in the future:

3. Grant Amount

Note: Please fill out all line items in this section, with a $0 or N/A if applicable.
Please confirm that you have discussed this funding request with the Athletics Director, and provide any relevant contextual information below. Please check: Yes ____

* Total Amount of Expenditure: $_____

* Total Amount of Funding from Athletic Director: $_____

Description of Use of Funding from AD: _____

* Balance in Team Account: $_____

* Other Funding Available (expected): $_____

Source of Other Funds (e.g. expected fundraising): _____

* Total Grant Amount Requested from FOCA: $_____

Date By Which Funds are Needed: _____

4. Team Involvement in FOCA / Within the CRLS Athletics Community (current or prior year)

Brief description of team participation / involvement in:

FOCA events (e.g. City Run) -

Team fundraising activities -

Other volunteering / relevant activities -

5. Other Considerations

FOR INTERNAL USE ONLY:

Final amount approved: $_____ Portion not approved: $_____

Reason if full amount not approved:_____

Requested additional information:_____