



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Montrè Freeman, City Manager  
Sean Clark, Parks and Recreation Director  
Jon Hawley, Grants Administrator

**Date:** October 11, 2024

**Re:** Consideration - Youth Sports Equipment Grant Application

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***BACKGROUND:***

The Elizabeth City-Pasquotank County Parks and Recreation Department offers diverse and growing sports to hundreds of our community's youth and teens, including baseball, basketball, soccer, football and more. These are wonderful and enriching programs, but they do come with significant expenses, including quality equipment that allows safe and fun play. Thankfully, there is a new grant opportunity that could help with these costs. This memo requests to apply to the Youth Sports Grant Program, which is offered through the NC Amateur Sports (NCAS) nonprofit organization.

***ANALYSIS:***

Per the NCAS website, the Youth Sports Grant Program is funded through a percentage of tax revenues from sports betting. For the current fiscal year, local governments may request up to \$20,000 for youth sports equipment or facility improvements that primarily benefit youth sports. The deadline to apply is November 1<sup>st</sup>. No match is required.

City staff are still finalizing our project budget, but needs may include updating the scoreboard at the Knobbs Creek Recreation Center gym; replacing inoperable soccer scoreboards; purchasing gym dividers; and replacing baseball, basketball, and soccer equipment. As the Council may imagine, these programs are extremely popular, and that means their equipment wears out quickly.

***STAFF RECOMMENDATION:***

By motion, authorize City staff to apply to the Youth Sports Grant Program for \$20,000 for gym scoreboard improvements and sports equipment replacement, as proposed herein.



## Youth Sports Grants (Equipment & Facility Upgrades/Enhancements)

Updated July 2024

### 1. **Eligibility**

Applicants must qualify as either a local government agency, or 501(c)(3) nonprofit organization as follows:

#### **A. Local Government Agency:**

A North Carolina local government agency.

#### **B. Nonprofit Organization:**

A North Carolina nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

### 2. **Funding Guidelines**

Up to \$20,000 per North Carolina county is available in state fiscal year 2024-25 and up to \$10,000 per North Carolina county will be available annually after state fiscal year 2024-25 for the following:

#### **A. Purchase of Youth Sports Equipment:**

To purchase sports equipment that will be used for youth sports and programs.

#### **B. Public Facility Upgrades or Improvements Which Would Benefit Youth Sports:**

To upgrade, or improve public sports facilities that will primarily benefit youth sports.

### 3. **Applications**

Applications are available here: [Click here for applications.](#)

There will be two application deadlines: November 1 and April 1. Applicants will be notified if their request has been approved no later than 8 weeks after the application deadline. Applicants will be required to provide proof of their 501(c)(3), or local government agency status along with a project budget, quotes for purchases, timeline and additional information.

### 4. **Grant Selection Process**

Applications will be reviewed by the N.C. Amateur Sports Grants Committee. Selection criteria will be developed by the committee and will place priority on projects that have the greatest impact on youth sports participation.

### 5. **Grant Awards**

Recipients will be notified of the status of their application within 8 weeks of the application deadline. Grant awards will be sent to the recipient organization with 45 days after being approved. Payments may be made through ACH payments. Recipients will be required to provide their bank account information to receive funds. Applications will no longer be accepted from a county until the following

year if \$20,000 has been awarded to the county in state fiscal year 2024-25. Check the youth sports grant webpage to determine if your county has already reached the \$20,000 award cap in state fiscal year 2024-25. Up to \$10,000 per county will be awarded annually after state fiscal year 2024-25.

**6. Expenditure**

- A. **Timeline:** Grant awards must be expended within one year of receiving the funds. Any unused funds must be returned.
- B. **Improper Expenditure:** Should a grant recipient expend funds improperly or without approval, N.C. Amateur Sports may require a full refund of the grant award.

**7. Grant Reporting**

Within 30 days of expending your grant funds you are required to provide the following to N.C. Amateur Sports:

**A. Proof of Payment**

For each purchase using grant funds you must submit a receipt for the purchase.

**B. Photographs**

Recipients must submit photographs with participants of the youth sports equipment, or facility upgrades/enhancements that we may use on our website, social media and/or in our other marketing materials.

**8. Unspent Funds**

Unspent grant funds must be returned to N.C. Amateur Sports within 30 days of the grant completion deadline. A check for the unspent funds must be mailed to: N.C. Amateur Sports, 406 Blackwell Street, Suite 120, Durham NC 27701.