



Congressional Sports for Charity Grant Making Process

The Congressional Baseball Game for Charity is conducted by the 501c3 Congressional Sports for Charity (CSC), and supports local charities in the Washington, DC area that serve children and families. Grants made by CSC on behalf of the Congressional Baseball Game for Charity are subject to a rigorous evaluation and review process by the Board of Directors.

No Member of Congress may solicit CSC on behalf of a charity, nor are any Members of Congress consulted in the grant-making process by the Board of CSC. Any charity wishing to request funds from CSC must provide the following materials no later than **5:00 pm on Friday, July 28, 2023**. The Board will review all complete applications, and will evaluate them on their merits. The completion of, or request for an application does not guarantee a grant. The number and size of grants made each year by CSC will be determined based on the funds available for grant making and the relative merit of applications received.

Please send the following materials via email to: michelle@congressionalsportsforcharity.org:

1. The attached cover page, completed with your information.
2. No more than a 3-page letter, signed by your Executive Director or Board Chair that includes the following information:
 - a. How much money are you seeking from CSC, and how will it be used?
 - b. What is the mission of your charity, and how does it connect to the mission of CSC?
 - c. What geographic area does your charity serve?
 - d. How many children or families in the Washington, DC metro area do you serve?
 - e. What local program will this grant support? (Please describe the program, the need, and the ultimate goal of your work.)
 - f. How many children/families will this grant impact?
 - g. What other sources of support do you have for this program?
 - h. Please confirm that no part of this grant will be used to cover overhead or administrative expense.
3. A full budget for your organization.
4. A program budget for the local program for which you are seeking support. In this budget, please indicate how the funds requested from CSC will be used, and where funding for the remaining budget of the program will come from.
5. A copy of your organization's 501c3 letter.
6. A copy of your organization's most recent IRS Form 990.
7. A copy of your organization's most recent independently audited financial statements.

Please note that any organization that receives funding from CSC will be required to provide both a narrative and financial report/accounting of the funds received. This report will be evaluated based upon the information provided in the above requested proposal. With very few exceptions the Board of CSC maintains a policy that no organization will be approved for a grant more than three years in a row.



**2023 Congressional Sports for Charity
Grant Request Cover Page**

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| Charity Name: | |
| Contact Name: | |
| Contact Email: | |
| Contact Phone: | |
| Charity Mailing Address: | |
| Charity Mission Statement: | |
| Total Organizational Budget: | |
| Total Program Budget: | |