

**City of Santa Clara**  
**Guidelines for Funding Assistance Through**  
**The Championship Team Fund**

**Purpose:**

The purpose of this fund is to allow individuals/groups representing the City of Santa Clara in a specific state, national or international competition/performance to submit a request for funding assistance from the City. The City considers supporting youth in competitions/performances important to the overall enrichment of the community.

**Guidelines:**

1. The funds requested for the event are in association with a specific state, national or international competition/performance.
2. Teams or groups should either be from Santa Clara schools or have at least 50% of the participating youth be Santa Clara residents.
3. The City's support is not to exceed 20% of allowable trip expenses and may not exceed \$10,000 per year, per group, subject to availability of funds. Allowable competition/performance trip expenses include the following: (A) Registration; (B) Hotel; (C) Transportation; and (D) Food Expenses. Allowable trip expenses are for the participating youth and coaches/chaperones. The youth-to-coach/chaperone ratio is six participating youths to one coach/chaperone. No other miscellaneous expenses are reimbursable. Original itemized receipts are required for all expenditures.
  - A. Registration – 20% of the competition/performance registration will be provided. Any ancillary trips, event, entertainment options, etc. included in event registration will not be reimbursable. A copy of the registration material for the competition/performance should be attached with the funding request.
  - B. Hotel – 20% of competition/performance hotel room charges for participating youth and coaches/chaperones will be provided. Reimbursement rate will be based on the least expensive competition/performance hotel. A copy of the registration material listing the cost of double (or more) occupant accommodations at the least expensive competition/performance hotel should be attached with the funding request along with the hotel bill. Other hotel incidentals, such as room service, in-room mini bars, telephone calls, movies, parking, etc. added to the hotel bill are not reimbursable.
  - C. Transportation – 20% of the competition/performance transportation will be provided. The most economical transportation should be used to and from the competition/performance event. In case of air transportation, reservations are to be on the basis of advance-purchase economy class airfare. Transportation costs may be provided up to one (1) day before and/or one (1) after the competition/performance.
  - D. Food Expense – 20% of the competition/performance food expenses or the meal reimbursement rate of \$11 per participant/per day, whichever is lower, will be provided.
  - E. Alcohol – Alcohol is not a reimbursable expense.
4. The City will make payment pursuant to an agreement between the City and the individuals/ team attending the competition/performance with income and allowable expenses subject to audit.

**Application Process:**

1. Submit applications to the City Manager's Office, 1500 Warburton Avenue, Santa Clara, CA 95050.
2. Applications must be filled out entirely and all supplemental information requested must be submitted with the application to be considered complete. Please note that if application is approved, a Certificate of Liability Insurance will be required unless the individuals/group is requesting funds through Santa Clara Unified School District.
3. The City Manager's Office will review applications received and recommendations will be forwarded to the City Council for final approval generally within two (2) weeks of receipt. Applicants will be notified of the status of their application and the date and time of the Council meeting.
4. Upon approval by Council, selected applicants will be invited to meet with staff to enter into a contract with the City. Funding would be treated as a contract for service.
5. All allowed costs will be paid upon execution of the contract.

**Audit Process**

1. Upon trip completion original itemized receipts must be submitted within thirty (30) days to substantiate City funds allocated for event. Receipts must be grouped by (A) Registration; (B) Hotel; (C) Transportation; and (D) Food Expenses, and in chronological order. Do not use a highlighter on receipts. In addition to the receipts, applicants must submit an Excel spreadsheet with a breakdown of competition/performance costs.
2. If City funds cannot be fully justified based on the guidelines set forth, the group will be responsible for any follow-up questions and/or an appropriate reimbursement to the City within two (2) weeks of City staff contact.

For more information, please contact the City Manager's Office at (408) 615-2210.