

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 title or performance to submit a request for funding assistance from the City. The City of Santa Clara considers supporting youth in title competitions 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 title or performance (event particulars and copies of supporting materials should be submitted along with the request for funding).*
2. *Teams or groups should either be from Santa Clara schools or have at least 50% of the students who are residents of the City of Santa Clara.*
3. *City 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 trip expenses include the following: (a) Competition/Performance registration; (b) Competition/Performance hotel; (c) Transportation; and (d) food expenses only. Allowable trip expenses are for the participating students and coaches/chaperones. The students-to-coach/chaperone ratio is six students to one coach/chaperone. No other miscellaneous expenses are reimbursable. Original receipts are required for all expenditures.*
 - a. Competition/Performance Registration – City support of 20% for team entry in the competition/performance event itself will be provided. Any ancillary trips, event, entertainment options, etc. included in event registration would not be reimbursable. A copy of the registration material for the competition/performance should be attached with the funding request. Original receipt required to be submitted.
 - b. Competition/Performance Hotel – 20% of hotel room charges for participating youth and their coaches/chaperones are allowed. 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. Note: 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 – The most economical transportation should be used to and from the competition/performance event. In case of air transportation, reservations (and 20% reimbursement) are to be on the basis of advance-purchase economy class airfare. Original receipts required to be submitted.
 - d. Per Diem Food Expense - The meal reimbursement rate of \$11 per participant/per day or 20% of meal costs, 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 team/individual 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.*
3. *Staff of the City Manager's Office will review applications received and recommendations will be forwarded to the City Council for final approval generally within two 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.*

Audit Process

1. *Upon trip completion original receipts must be submitted within 30 days to substantiate City funds allocated for event.*
2. *If City funds cannot be fully justified based on the guidelines set forth, the group will be responsible for an appropriate reimbursement of City-provided funding.*

Request for funding of allowable expenses shall be submitted to the Senior Staff Aide, City Manager's Office. All allowed costs would be reimbursed or paid only upon the presentation of original receipts or suitable evidence of payment for the cost by the teams/individuals. Call City Manager's Office at 615-2210 for information.