

Milwaukee Youth Sports Authority

Final Report

Report must be submitted on this form and be typed.

SECTION 1

Group/Organization Information

Name of Group/Organization:

Street Address:

City:

Zip:

Phone:

Fax:

E-mail:

Person Completing Report

Name:

Title:

Street Address:

City:

Zip:

Work Phone:

Home Phone:

Fax:

E-mail:

Grant Amount:

Total Project Budget:

Date funds granted:

Project Description:

Signature and Title of person completing this report

Date Submitted

SECTION 2

1. To which sport did your group or organization apply your funding? Check all that apply.

Boys	Girls		Boys	Girls	
<input type="checkbox"/>	<input type="checkbox"/>	Baseball	<input type="checkbox"/>	<input type="checkbox"/>	Softball
<input type="checkbox"/>	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	<input type="checkbox"/>	Swimming
<input type="checkbox"/>	<input type="checkbox"/>	Cross-country	<input type="checkbox"/>	<input type="checkbox"/>	Tennis
<input type="checkbox"/>	<input type="checkbox"/>	Football	<input type="checkbox"/>	<input type="checkbox"/>	Tumbling & Diving (gymnastics)
<input type="checkbox"/>	<input type="checkbox"/>	Golf	<input type="checkbox"/>	<input type="checkbox"/>	Track
<input type="checkbox"/>	<input type="checkbox"/>	Long-distance Running	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball
<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	<input type="checkbox"/>	Wrestling
<input type="checkbox"/>	<input type="checkbox"/>	Other (describe)			

2. Youth Served

Youth served by this grant came from the following ZIP Codes. Check all that apply.

<input type="checkbox"/> 53110	<input type="checkbox"/> 53129	<input type="checkbox"/> 53130	<input type="checkbox"/> 53132
<input type="checkbox"/> 53154	<input type="checkbox"/> 53172	<input type="checkbox"/> 53202	<input type="checkbox"/> 53203
<input type="checkbox"/> 53204	<input type="checkbox"/> 53205	<input type="checkbox"/> 53206	<input type="checkbox"/> 53207
<input type="checkbox"/> 53208	<input type="checkbox"/> 53209	<input type="checkbox"/> 53210	<input type="checkbox"/> 53211
<input type="checkbox"/> 53212	<input type="checkbox"/> 53213	<input type="checkbox"/> 53214	<input type="checkbox"/> 53215
<input type="checkbox"/> 53216	<input type="checkbox"/> 53217	<input type="checkbox"/> 53218	<input type="checkbox"/> 53219
<input type="checkbox"/> 53220	<input type="checkbox"/> 53221	<input type="checkbox"/> 53222	<input type="checkbox"/> 53223
<input type="checkbox"/> 53224	<input type="checkbox"/> 53225	<input type="checkbox"/> 53226	<input type="checkbox"/> 53227
<input type="checkbox"/> 53228	<input type="checkbox"/> 53233	<input type="checkbox"/> 53235	

Enter the number of youth served in the appropriate boxes.

Gender	Age 6 and under	7 to 8	9 to 10	11 to 12	13 to 14	15 to 16	17 to 18	Totals
Male								
Female								
Totals								

Gender	African American	Hispanic	Southeast Asian	Native American	Caucasian	Other	Unknown	Totals
Male								
Female								
Totals								

SECTION 2, continued

3. Enter the applicable numbers in the appropriate boxes.

Practice Sessions	Games Played	Tournaments Participated in	Coaches Involved	Volunteers Involved	New Volunteers

5. Did you collaborate with other groups for this project?

yes no

If yes, check the areas of collaboration that apply.

- youth recruitment volunteer recruitment coaching facility sharing
 coach recruitment funding referees equipment sharing
 other: describe

SECTION 3

6. Narrative report - Describe the details of the project and its significance.

6a. Describe how you addressed key health issues such as the benefits of balanced nutrition and the negative effects of smoking, drugs, and alcohol.

SECTION 3 continued

6b. Describe at least two benefits that the youth in your program gained.

6c. Describe how you recruited the youth participants.

7. Because Sports Authority funding is available for a maximum of three years per project, describe the steps you have taken to sustain this project financially.

8. Describe any challenges encountered, unexpected benefits received, or lessons learned during this grant.

9. Success Story

SECTION 4 Final Grant Accounting

In Kind should be reported in the area that you received it. "Total Expenses" should equal "Sports Authority Grant Funds" plus whatever else you spent in each category.

<u>Revenue</u>	<u>Total Project Budget</u>	<u>Sports Authority Funding Budget</u>	<u>Inkind Match (25% of Sports Authority Funding Budget Required)</u>
Sports Authority Funding Requested	_____	_____	_____
Contributions	_____	_____	_____
Sponsorships	_____	_____	_____
Fund-raising	_____	_____	_____
Event	_____	_____	_____
Government	_____	_____	_____
Grants	_____	_____	_____
Private Grants	_____	_____	_____
Concessions or other sales	_____	_____	_____
Participant Fees	_____	_____	_____
Number of participants	_____	_____	_____
Fee for each participant	_____	_____	_____
Other (describe) _____	_____	_____	_____
TOTAL REVENUE	=====	=====	=====
<u>Expense</u>			
Team Registration and/or Tournament Fees	_____	_____	_____
Uniforms (youth participants only, not coaches or referees)	_____	_____	_____
Transportation	_____	_____	_____
Referees	_____	_____	_____
Equipment	_____	_____	_____
Nutritious food (maximum \$500)	_____	_____	_____
Health Checkups for Youth Participants (max \$30 each)	_____	_____	_____
Clinics and Training for Coaches, Youth Coaches, Referees, and/or Umpires (max \$500)	_____	_____	_____
Stipends for coaches that are youth (max \$1,000)	_____	_____	_____
TOTAL EXPENSE	=====	=====	=====

NOTE: TOTAL EXPENSES MUST EQUAL TOTAL REVENUE

**Checklist for Submitting a Final Report
To JFS
For Milwaukee Youth Sports Authority Grant**

- _____ Completed Final Report Form with signature and date
- _____ Narrative Report on your project and its significance
- _____ Your participants' "success stories"
- _____ Financial accounting for all grant fund expenditures (including documentation)
- _____ Participant roster, including first and last name, birth date, gender, race/ethnicity, ZIP Code and school attended. **Note: This must be submitted in both printed copy with the final report along with all documentation and in electronic copy emailed to nbrown@jfsmilw.org. The information is in the Excel tracking form - look for the tab.**
- _____ Participant pivot tables
Note: This must be submitted in both printed copy with the final report along with all documentation and in electronic copy emailed to nbrown@jfsmilw.org. The information is in the Excel tracking form – look for the tab.
- _____ Coach roster
- _____ Volunteer roster
- _____ Schedules of games and events, practice times, and locations
- _____ Mileage log, if you are submitting receipts for auto transportation
- _____ Copies of announcements and published references to the grant

All forms are available on the Sports Authority website:
www.milwaukeeyouthsports.org
Click on the Grants link and then Reporting to find the forms