

Friends of the Oval Foundation
Instructions for submission of a grant request

Eligible organizations wishing to apply for ice time or other financial aid grants are requested to provide the following information to the Foundation's board of directors. The Board will only consider written requests that can demonstrate a clear and measurable benefit to the Skating Center, OVAL, or the greater Roseville community. The written request should be no more than two pages and be in the form of a narrative with the following essential elements:

Information about your organization and its mission

- Membership (number of active members, volunteers, paid and unpaid staff, etc.)
- Annual member dues and approximate annual budget
- Nonprofit or 501c3 status
- Sources of income and typical expenditures
- Mission of the organization and it's relation to the Roseville Skating Center or OVAL

Purpose of the grant request

- Indicate the exact amount requested, and describe in specific detail how the requested funds will be spent
- If for an OVAL or Skating Center public event, provide information on the event's organization (sanctioning organizations, etc.), total budget (including all anticipated revenues and expenditures), and date(s)
- Describe how the event will be promoted or marketed

Statement of need

- Address the need for this grant in terms of your organization's ability to raise funds from other sources
- Have other organizations (such as the Roseville Community Fund) been contacted and/or requests submitted?
- Justify this request in terms of the overall benefits to the OVAL, Skating Center, and/or the greater Roseville community (i.e., hotels, restaurants, retail), including how these benefits could be measured.

It is expected that an officer or designated member of the requesting organization will attend a Friends of the Oval Foundation board of directors meeting to present and defend the grant request in person.

If the grant request is approved by the Board of Directors, the actual disbursement of the award may be contingent upon the receipt by the Foundation of a final profit/loss or financial statement outlining all expenditures and revenues associated with the event in question. It is also expected that the Friends of the Oval Foundation and SkatetheOVAL.com be recognized as an event sponsor in printed materials, programs, etc. associated with the event.