



GRANT NEWS FY20 – Update 1 July 2019

We are happy to announce we are continuing with the Recreation Program Grants! The intent for these grants is to support creative and innovative recreation programs with funds that go directly to support programs and services that positively impact your MWR customers. The pre-approval grant requests for each month will be due on the dates listed in the **Grant Schedule** below. (*Notice the 15 Aug. deadline for both Oct. & Nov. events.*) September 2020 grants will be issued for events occurring through Labor Day weekend only. The same **N9 Grant Form (Grant Form as of 25 July 2016)** will be used for all HQ grant requests. **Connections Training will be hosted on AUG 8 at 0900, 1500, and 1800 EST.**

FY19 Recreation Programming Grant Schedule		
Month of Event	Grants Due Date:	CNIC Response By:
October	15 August	late August
November	15 August	late August
December	4 September	mid September
January	1 October	mid October
February	1 November	mid November
March	3 December	mid December
April	2 January	mid January
May	3 February	mid February
June	2 March	mid March
July	1 April	mid April
August	1 May	mid May
September	1 June	mid June
After Action Reports with Back-up Documentation is <u>Due 30 Days</u> after Event Date. Send to: rec_prgm_grants.fct@navy.mil		

The MWR Program Grants maximum will be lowered to \$3,000 per event so we can support the greatest number of grant requests possible. The focus is on off-setting costs for new and dynamic programs, and requests are considered based on factors such as creativity, recreation skill development, use of funds, how many grants from one installation are submitted, whether it is a recurring request, etc. A disapproval or partial approval is based solely on funds available, so volume of requests may prevent approval, though it may be a great program offering.

Grant Reminders:

- Grants must be requested prior to the close of business of the due date.
- All grants received by CNIC will be given a response of approved, partial approved, or not approved.
- A summary of itemized expenses is required in the grant description with basic who, what, where, when, and why.
- Event expenses can include specific event equipment, detail of general supplies and décor needed, contracted services, type of entertainment, leisure skill instruction, equipment rental, etc.
- If there are profits from fees/sales/revenue, reimbursement amount will be adjusted to break-even.
- Funds requested for prizes/food/giveaways (up to 10% of grant total) are no longer authorized; exception – Summer Reading grants. Grants also do not cover contracted vendors who give away food such as sno-cones/cotton candy, etc. - Only supplies directly related to the leisure skills or event will be reimbursed (grants exclude general operational supplies/equipment). - If programs last over more than 1 month, separate grants need to be submitted for each month.
- If an event date changes after approval, send notification to the Rec Prgm Grant Inbox.
- Grant funds for commercial transportation will be limited.

*****How to Submit a Grant:** Fill in the top half of the **CNIC N9 Grant Form FY17 (rev 25 July 16)** and send to your MWR Manager who will forward to your Region for signature. One grant per e-mail with the program name and month in the To: line of the email please. Grant must include details of expenses, i.e., DJ \$xx, Magician \$xx, Table Cloths \$xx., Bubble Machine \$xx, Decorations \$xx, etc, what MWR program is hosting the leisure skill or event, the facility/location of the event, and ensure all boxes are completed. Region Grant Rep will sign and send the request to

rec_prgm_grants.fct@navy.mil. The approval will be sent back with HQ signature.

*****AAR for a Grant:** Within 30 days after the event, Part II of the signed Grant form must be submitted as the After Action Report (AAR). Please fill in a brief summary recapping the event, any income, attendance, and what was purchased with costs. **Matching receipts and backup documentation must be included when submitting the AAR for reimbursement.** Receipts need to be legible and add up to the exact amount listed on your AAR. Receipts that are not part of the reimbursement, and procurement documents (i.e. purchase requests/contracts) are not needed for the AAR. Back-up documentation should include an event flyer, and receipt(s): register receipts, paid invoices and if applicable, mess requisitions. Region Grant Rep will send the AAR to rec_prgm_grants.fct@navy.mil, and grant form will be checked, and sent to the business office in Millington for processing.

General Info:

- Grants for leisure skills and family programming are encouraged. Events exclusive to Child and Youth Programs are handled via Region CYP.
- Events must be open to All Hands; exception for Single Sailor/Liberty events. Gold Star events cannot be exclusive.
- Grants cannot be used to fund staffing and labor or any internal MWR support.
- Recurring events will be evaluated and approved based on funds availability. We encourage submittals of diverse and creative programs. Leisure Skill programs, plus new and innovative activities will be funded first. - MWR internal charges to include marketing, gear rental, facility rental, and other similar charges are not authorized.
 - Support of Command Events is excluded from the grant program.

Entertainment:

- Grants will cover artist/entertainer fees and production expenses only (not their lodging, meals, car rental, etc.).
- Fireworks are excluded.
- If grant funds are awarded to cover entertainment at a fee-based event (ex., magic show at Easter Brunch), a free option must be offered so all have opportunity to enjoy entertainment provided by grant funds. In this example, MWR will offer free access to those not purchasing the brunch meal. However, recommend avoiding building 'exclusivity' into event by giving some type of free snack to all, especially at family events.
- UFC/Fight broadcasted packages/streaming for live on-demand entertainment will be considered for approval for 2020.
- Entertainment costing installations more than \$15,000 should be vetted through the Navy Entertainment Program Manager, Navyentertainment@gmail.com.

Tickets and Tours:

- For trips: admission fees and entry ticket expenses are excluded, as are lodging expenses, except for trip leaders on travel orders. This includes sightseeing tours, theme parks, white water rafting, bowling games/shoes, roller-skating or ice skating admission/rental, paintball, movie/theater, sporting events, museums, etc.

Other Grant Programs:

- Liberty Video Game grants are no longer funded.
- Great Navy Campout grants are handled via the same Rec Grant Inbox. Campout grant announcement and instructions will be sent out in the February 2020 timeframe. This will be impacted by receipt of sponsorship.
- DoD Summer Reading Program grants are handled via the same Rec Grant Inbox. Summer Reading event grant announcement and instructions will be sent out in the February/March 2020 timeframe.
- Recreation equipment-only grants are handled on a case-by-case basis by Recreation Program Manager, leslie.gould@navy.mil.
- Sailor Adventure Quest (SAQ) Program grants are handled by e-mail request to the SAQ Program Manager, gerry.morris@navy.mil.