



**City of Claremont  
Community & Human Services Department  
Youth Sports Committee**

**Youth Athletic Facility Self Imposed User Improvement Fund  
Project Request Form**

**Organization(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Project Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Site(s):** \_\_\_\_\_

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach additional project proposal information and submit two weeks prior to regularly scheduled YSC meeting.**

**Submit To:** Claremont Human Services  
1700 Danbury Road  
Claremont, CA 91711

Once Step 1 project request has gone through the approval process, it will be placed on the next regularly scheduled Youth Sports Committee meeting agenda as a consent item. Once Step 1 & Step 2 is approved by the Youth Sports Committee, the project may then be completed. Once Step 3 is completed, the Youth Athletic Facility Funds submitted by that organization will be dispersed by the City of Claremont. Once the Youth Sports Committee approves the project, a demand request will be submitted and the contractor or agency performing the work will be provided a check within 2 – 3 weeks upon the completion of the project.

I certify that all statements I have made on this application are true and correct. I hereby authorize the City of Claremont to investigate the accuracy of this information from any person or organization, and I release City of Claremont and all persons and organizations from all claims and liabilities arising from such investigations or the supplying of information for such investigations.

The information furnished on this form is subject to verification. I acknowledge that any false information or required paper work not turned in, the Youth Sports Organization will automatically forfeit its field, court, or rink use privileges. In order to receive field, court, and rink allocation, all items must be checked and required paper work turned in. I acknowledge that any false statements or misrepresentation on this application will be cause for refusal of field allocation.

**SIGNATURE:** \_\_\_\_\_  
Authorized Sports Group Representative

**DATE:** \_\_\_\_\_

YSC Approval Date: \_\_\_\_\_



**City of Claremont  
Community & Human Services Department  
Youth Sports Committee**

**Youth Athletic Facility Self Imposed User Improvement Fund  
Project Bid Form**

**Organization(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Project Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Site(s):** \_\_\_\_\_

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Est. Project Cost:** \_\_\_\_\_ (Attach Invoice/Bid)

**Estimated Time:** \_\_\_\_\_ (Attach Project Timeline)

**Please attach additional project proposal information and submit two weeks prior to regularly scheduled YSC meeting.**

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1700 Danbury Road  
Claremont, CA 91711

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**DATE:** \_\_\_\_\_

YSC Approval Date: \_\_\_\_\_



**City of Claremont  
Community & Human Services Department  
Youth Sports Committee**

**Youth Athletic Facility Self Imposed User Improvement Fund  
Project Routing Form**

**REQUEST ROUTING**

	<b>Completed Date</b>	<b>YSC Approval Date</b>
<input type="checkbox"/> <b>Step 1 - Project Request Form:</b>	_____	_____
<input type="checkbox"/> <b>Step 2 - Project Bid Form:</b>	_____	_____
<input type="checkbox"/> <b>Funding Group(s):</b>	_____	_____
<input type="checkbox"/> <b>Percentage(s):</b>	_____	_____
<input type="checkbox"/> <b>Est. Completion Date:</b>	_____	_____
<input type="checkbox"/> <b>Group(s) Self-Funding (if any):</b>	_____	_____

**PROJECT APPROVAL**

	<b>Staff Initial</b>	<b>Date</b>
<input type="checkbox"/> <b>City Approval:</b>	_____	_____
<input type="checkbox"/> <b>CUSD Approval:</b>	_____	_____
<input type="checkbox"/> <b>Group(s) Approval Notification:</b>	_____	_____
<input type="checkbox"/> <b>Project Completed:</b>	_____	_____
<input type="checkbox"/> <b>Check Distributed:</b>	_____	_____

**PROJECT NOTES:**