

USATF New England Grant Program Guidelines - PROGRAM INNOVATION GRANTS

The USATF-NE Grant Program was established to promote excellence in our sports and promote the athletes, clubs, and programs of the association to increase membership, participation, and the status of our sports in the public media.

Applicants may submit a 500-word summary of their request in advance of the application for feedback. The grant committee will review and reply with comments. A formal grant request still must be submitted

The USATF-NE PROGRAM INNOVATION Grant is designed to:

Support local running, and track & field programs (**Program Grants**).

- Fund member club initiatives
- Fund projects/programs poised for growth that benefit the local running and/or track and field community
- Fund innovative ideas of individuals for implementation of projects/programs to benefit the local running and track and field community
- Fund innovative or start up programming for up to three consecutive years.

Grant submission process and general requirements

- Modifications to the Grant Program will be implemented only at a Board of Governors' meeting.
- Determination of awards will take place on a rolling basis as applications are received, based on merit.
- Requests must be submitted in writing.
- Requests should use the provided application form. Additional pages are allowed.
- No retroactive requests will be considered.
- Sources and amounts of all anticipated funding must be disclosed with the original request.
- All grant requests will be reviewed by the Grant Program Subcommittee, which will make a recommendation to the full Board for voting.
- Board-of-Governor members will recuse themselves from discussions and votes on proposals submitted by groups of which they are a member.
- Board-of-Governor members shall not present proposals for funding for themselves or their clubs.

Program Funding and Disbursement

- Total amount to be allocated each calendar year will be determined by the USATF-NE Board of Governors.
- There is no requirement to distribute all allocated funds.
- Funds will not roll over into the following year.
- Awards to individuals and clubs (over \$600) will be reported to the IRS by USATF-NE in accordance with IRS guidelines. Tax implications for recipient individuals and clubs are their responsibility.

Innovation Program Grants:

- Budget will be determined annually.
- New program grants should show a benefit or positive impact to the Association, the sport and the community. Applicant should be able report and provide a measure of their success.
- New Program grants should be able to show sustainability.
- The club president, or authorized club official, must sign off on grant requests.
- Organizations or clubs typically may receive funding assistance only once in any two calendar years.
- Priority will be given to events run by USATF-NE clubs.
- A budget, including expenses and other sources of income, must be presented.
- Requested expenses should be for core event and program requirements, and generally not include equipment. Track and Field equipment for group or personal use should be requested as a separate grant.
- Program/projects/events involving participants must be insured, ideally a USATF sanction.
- Grant Recipients shall include the USATF logo in their marketing materials, such as programs, signs, banners, advertisements, etc., wherever practical.
- Grant Recipients shall acknowledge USATF-NE funding in advertising and press releases.