

USATF New England Grant Program Guidelines - TRAVEL/COACHING

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 TRAVEL/COACHING Grant Program is designed to:

- Help USATF-NE Association area athletes and clubs pay for travel to national or international competition, or to attend coaching instruction.

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.

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.

Travel Grants - Preference is given to Clubs and Individuals who participate in NE Association events:

- Yearly budget will be determined by the Board of Governors.
- Clubs making a request must be USATF-NE member club for a full calendar year prior to request.
- Individuals making a request must be a USATF-NE member in good standing for at least 6 months prior to the request.
- The club president, or authorized club official, must sign off on team grant requests.
- Reimbursed expenses will be limited to travel and lodging, coaching certification fees and associated costs.

- Typical individual reimbursement: International team - \$200-300. National Championship - \$100-200.
- A member or club may typically receive funding assistance only once in any two calendar years.
- Club National championships – Event must have team scoring. Typical reimbursement - \$100 per person max, only for max number of scoring positions, typically \$1,000-1,500 max per team.
- Coaching Education – Level I School coaching grants – Typically \$175 per Applicant. Level II School coaching grant – Typically \$400 per Applicant. May be combination of fees and travel.
- Grant Applicant must disclose any other support besides our grant.
- Approved expenses will be reimbursed after travel/workshop, upon receipt of a report, which must include a summary of expenses and all other assistance (amounts and sources), as well as results of the event and event photos, if available.
- If, in the final report, revenue/support has exceeded costs, USATF-NE will lower the grant amount to cover only actual expenses.
- Any variation of the above guidelines for funding allocation/reimbursement may be considered on a case-by-case basis.

Award or Denial:

- The Board of Governors will vote on each request.
- The Grant applicant will be notified in writing after the Board decision.
- Grantees shall include the USATF logo in their marketing materials, such as programs, signs, banners, advertisements, etc., wherever practical.