

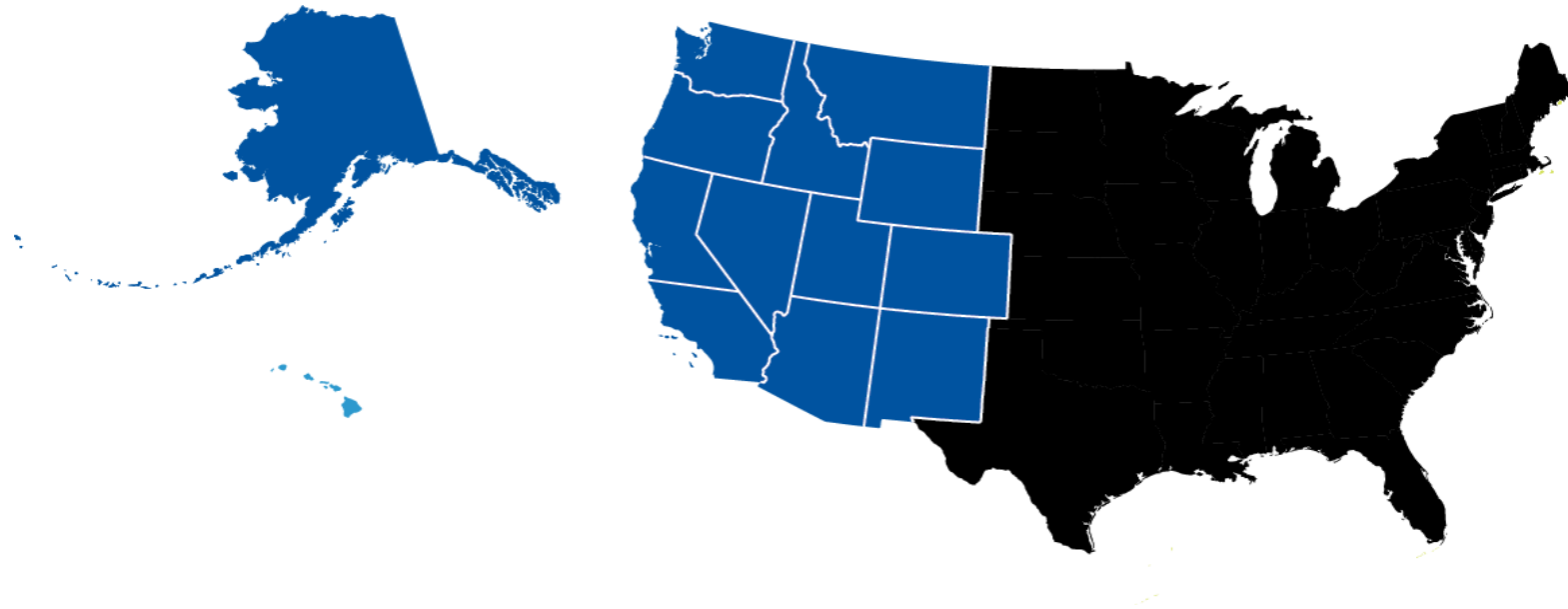
USASA Region IV Grants Program Policies and Procedures



A PRESENTATION BY TIM BUSCH,
USASA REGION IV GRANTS CHAIR
JANUARY 6, 2017
SAN DIEGO, CALIFORNIA



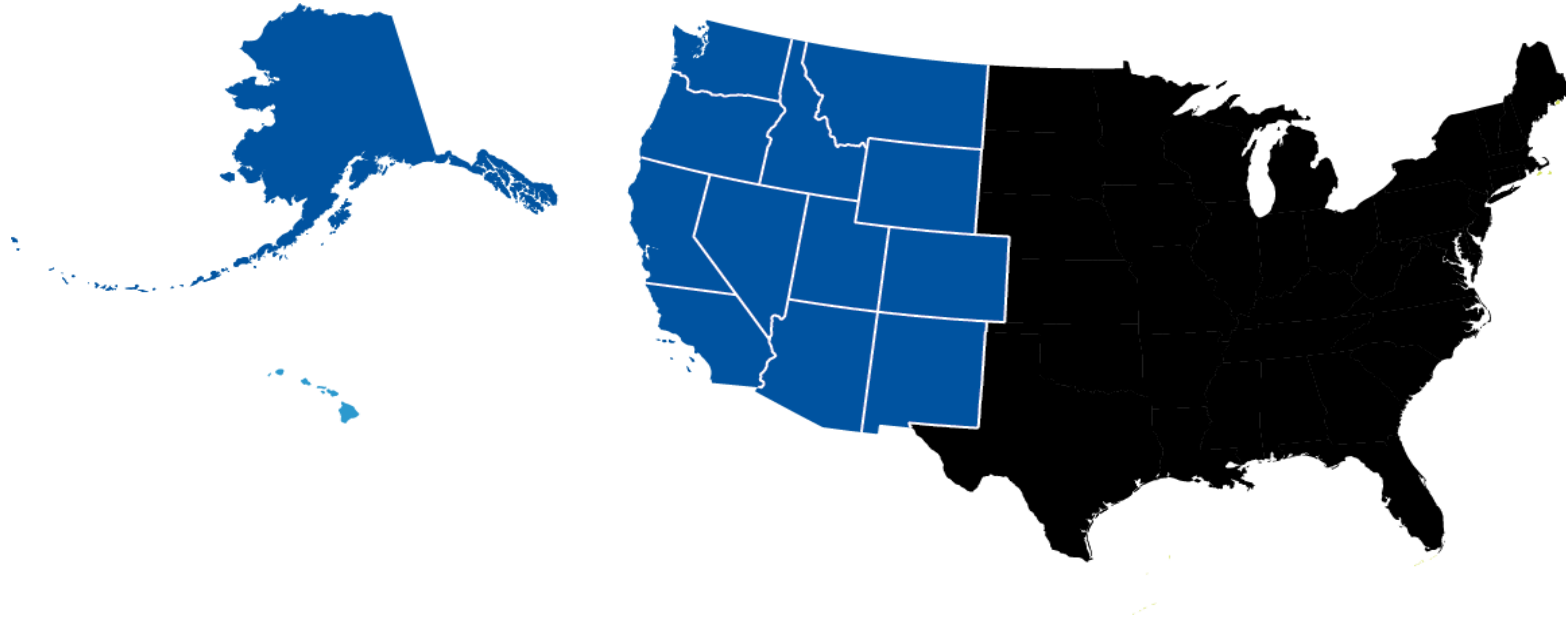
Region IV is Made Up Of 14 State Associations in the Western United States.



The State Associations that comprise Region IV include: Alaska, Arizona, California North, California South, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.



Grant Forms And Other Related Paperwork Can Be Found On The Region IV Website



The Region IV Website address is: <http://www.usasaregion4.com/>



Grant Program Overview

Introduction

Through this grants program, Region IV of the United States Adult Soccer Association intends to provide its member state associations, leagues, and related entities with additional financial resources for new initiatives to grow the game of soccer in our communities.

The Grants program was established earlier this decade by a vote of the membership of the Region IV Council. The Council has funding grant proposals for such projects as referee training, player development, establishment of new leagues and player recruitment, just to name a few. An applicant must be a part of the USASA Region IV family to be eligible to apply for a grant.



Grant Program Overview Continued.....

Mission Statement

The mission of the Region IV Grants Program is to foster the development of soccer by providing funding for grassroots growth initiatives benefiting players, coaches, referees, and administrators in the Western United States regardless of age, gender, or playing ability. In the interest of growth and fair play, this grants program will give preference to initiatives directed at underserved soccer populations.



Region IV Grant Priorities

Priorities

- ▶ The priorities of the Region IV Grants Program are as follows (without regard to order):
- ▶ Provide new playing opportunities to currently underserved populations
- ▶ Provide skills development opportunities for players
- ▶ Provide coaches with opportunities to further their soccer education
- ▶ Provide educational opportunities to new or existing referees
- ▶ Enhance the soccer experience for players, coaches, referees, and administrators



Criteria For Grant Applications

Application Criteria

- ▶ The Region IV Grants Program will award monetary grants. The specific amount of any individual award will be determined based on the documentation of program expenses provided in the application materials and may also be affected by the amount of any matching funds available. Grants are initiative-based, are not renewable, and are not transferable. Currently, it is the policy of the Region IV Council to limit grant funding to between \$2,500 and \$5,000.

Grant applications either for or from the following will *not* be accepted:

- ▶ Political campaigns
- ▶ Capital improvements for government owned property assets
- ▶ Grants for a profitable entity that will not provide or promote a direct benefit for a non-profit entity
- ▶ Associations, leagues, or entities that are not members in good standing of USASA Region IV
- ▶ Applications that discriminate by race, creed, sex, nationality, or playing ability
- ▶ Applications to enhance, fund, or support existing programs or competitions from USASA, or its member organizations



Application Process

Submission

- ▶ An official Grants Program Application form must be used to request grant funding. This form can be downloaded from the Region IV website at www.usasaregion4.com. Adobe Reader is required in order to complete the form. The Grants Program Application and any appropriate supporting documents must be submitted to the Region IV Grants Committee Chair via e-mail on or before the posted deadline to be considered during the current grant cycle. Additional details, including upcoming Submission Deadlines and the current e-mail address for the Grants Committee Chair, can be found on the Grants Program page of the Region IV website.



Application Review

Applications will be reviewed by the Region IV Grants Committee Chair to determine if the request:

- ▶ has been received prior to the published Submission Deadline, and
- ▶ meets the criteria of a complete application as defined below, and
- ▶ aligns with established Region IV Grants Program objectives.

The Chair, at his/her discretion, may require additional information from the Applicant to clarify or support the request. The Applicant will be allowed a period of two weeks from the Submission Deadline to furnish all such additional information.



Grants Committee Chair

The Grants Committee Chair will categorize the application as one of the following:

- ▶ Acceptable for consideration
- ▶ Acceptable for consideration with reservation - confirmation of the Applicant's membership in good standing with Region IV is required
- ▶ Rejected - Not within the parameters of the Region IV Grants Program
- ▶ Rejected - Application incomplete or missing information
- ▶ Rejected - Application not received in a timely manner
- ▶ Rejected - For any other failure to meet the requirements as specified in this document or on the application

The Chair will inform members of the Grants Committee of all applications received, including the above categorizations, and will provide Committee members with



Application Consideration

Application Consideration

- ▶ The members of the Region IV Grants Committee will evaluate the acceptable applications based on:
- ▶ how well the proposed project supports the Grants Program mission statement,
- ▶ how many of the priority objectives the project addresses,
- ▶ the number of players, coaches, etc. who would benefit from the project, and
- ▶ the extent to which the project is supported by the Applicant and other sponsors.

Following review of the applications, the Grants Committee will confer to evaluate and rank each proposal. Each Committee member will evaluate each application individually and will provide his/her reason for approval or disapproval. In the case of approval, each Committee member will specify the funding amount he/she recommends. The Committee will then make a final determination as to which grants will be recommended to the Region IV Council and the suggested funding amount for each award.

Communications, discussions and deliberations among members of the Grants Committee will remain confidential.



Decision by Region IV Council

Decision by Region IV Council

At the next meeting of the Region IV Council, the Grants Committee will present the applications and its funding recommendations. The Region IV Council will then determine whether to approve, either in whole or in part, or disapprove each individual recommendation/request. The Region IV Secretary will record these decisions in the minutes of the meeting.

Notification

The Grants Committee Chair will electronically notify all Applicants of the Region IV Council's decisions regarding their individual applications on or before the Close Date.

Offer

Successful Applicants will receive an offer from the Grants Committee detailing the amount of the grant award and any specific conditions or requirements of grant funding.



Grant Acceptance And Award

Acceptance

A Grant Agreement is required of any grant recipient. The Grant Agreement will include, but is not limited to, the amount of funding awarded, the purpose of the project, the conditions, if any, of the grant award, grant reporting requirements, and the grant disbursement schedule. Applicants should expect that any grant award will be contingent upon providing a report on project effectiveness to the Region IV Grants Committee. The Committee may place other conditions upon a grant award as deemed necessary to ensure appropriate use of funds. A copy of each Grant Agreement will be provided to the Region IV Director and the Region IV Treasurer.

The Region IV Grants Committee will determine whether all conditions of the funding award, including necessary reporting, have been met.

Award

Funds will be disbursed to the Applicant as provided in the Grant Agreement. Payments generally should be issued to an affiliated entity and not to an individual.



Grant Application Form

Definitions

Applicant	Individual or organization requesting grant funding; must be a member of Region IV in good standing
Chair	Head of the Region IV Grants Committee
Close Date	The date by which funding decisions on all grants submitted on or before the specified deadline for the current year will be made
Grant Agreement	Contract between USASA Region IV and a grant recipient
Grants Committee or Committee	Group appointed by Region IV to administer the Grants Program
Submission Deadline	Date by which applications must be submitted in order to be considered for funding in a specific year
Region IV	Region IV of USASA consists of the following state associations: Alaska, Arizona, California (North), California (South), Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.



USASA REGION IV GRANTS PROGRAM APPLICATION

The Two Page Application Form

Name of Project				
Requesting Organization				
Contact Person				
Title				
Address				
City		State		Zip
E-mail Address				
Phone				
USASA Affiliation				
Tax Status				



USASA REGION IV GRANTS APPLICATION CONTINUED....

Application Form Part II

Amount of Funding Desired			
Will funds be matched by local organization?	Yes	No	
Amount of matching investment (if any)			



USASA REGION IV GRANTS APPLICATION CONTINUED....

Application Form Part III

Project Description

Category

Summary

Describe the project overall and its intended outcome.

Please be as brief as possible using only the space provided.



USASA REGION IV GRANTS APPLICATION CONTINUED....

Application Form Part IV

Intended Use of Funds

Specifically how will the grant funds be used to further the project?

Please be as brief as possible using only the space provided.



USASA REGION IV GRANTS APPLICATION CONTINUED....

Application Form Part V

Planned Objectives

What specific goals of your organization will the grant help to achieve?

Please be as brief as possible using only the space provided.



USASA REGION IV GRANTS APPLICATION CONTINUED....

Application Form Part VI

Metrics How will success of the project be determined?	
In submitting this application, the applicant agrees to the policies and procedures of the Region IV Grants Program as detailed in the publication - USASA Region IV Grants Program Policies and Procedures - which is available on the Region IV website or through one of the members of the Region IV Grant Committee.	
Applicant Signature	
Date	

For More Information Contact



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Grants Committee

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