USA Triathlon 2012 Club Grant Application Form

Club Name		
Contact Name		
Address		
City	**ST**	**Zip**
Phone Number	**Email**	

Application Date / /	**Amount Requested $**

Program Area (Please check all that apply)

- ❑ Education
- ❑ Events
- ❑ Membership Expansion
- ❑ Other _____

Required Items Checklist

- ❑ Application Form
- ❑ Answers to questions 1-11 on page two of application (on separate sheet of paper)
- ❑ Club board approval documentation (meeting minutes)
- ❑ Most current profit and loss statement
- ❑ Full club roster – please indicate athletes with USAT memberships
- ❑ W-9 Form
- ❑ Line item budget for 2012

All above must be received in same envelope or email on due date at USAT national office. If any above information is missing, application will not be considered for the club grant.

By signing below, I agree that I have read and understand all rules and regulations contained within this document.

_____ _____

Signature Date

Mail or Email all documents to:

USA Triathlon
ATTN: Clubs
5825 Delmonico Drive, Suite 200
Colorado Springs, CO 80919

OR

Clubs@usatriathlon.org

Application Due Date	May 1, 2012
Award Response from USAT	May 21, 2012
Check Date	May 31, 2012
Grant Use Date	August 31, 2012
Receipts Due to USAT	December 1, 2012
Follow-up Documentation Due to USAT	December 1, 2012

Application Questions

All questions below are required for grant approval, should be detailed on a separate sheet of paper and submitted with the grant application. Please number your answers accordingly.

1. Explain in detail how this activity/program will help reach the mission of USA Triathlon:
<u>To provide excellence in multisport leadership, structure, and education for the growth and development of the sport.</u>
2. What specifically will be done with the grant from USA Triathlon? (from the line item budget.)
3. How will this grant support USA Triathlon, the sport's visibility and the club as an organization?
4. How is this request relevant to the priorities of the club?
5. How many members does your club have?
6. How many members would you consider active in the club?
7. How many members of the club will this funding impact?
8. How many years has this club been in existence?
9. How many years has this club been a member of USAT?
10. What other grant funds has the club applied for this year, or in the past? How much was received? How was it used?
11. How will this grant help the club to grow?

Follow-Up Documentation
If a grant is awarded to your club**, follow-up documentation is required to be submitted to the national office within thirty (30) days of grant use.** All questions below are required by each club that is awarded a grant and must be submitted within the timeframe listed on page one of the grant application.

1. Explain in detail how this activity/program helped reach the mission of USA Triathlon:
<u>To provide excellence in multisport leadership, structure, and education for the growth and development of the sport while supporting USAT's mission and vision.</u>
2. What specifically was done with the grant from USA Triathlon? (from the line item budget.)
3. Were the priorities of the club met for the program(s) that received funding?
4. How many members of the club did this funding impact?
5. How did the club grow from this activity/program in size?
6. How did this grant improve USA Triathlon, its visibility and the club as an organization?

Rules and Regulations

1. Club must be a current registered club with USA Triathlon and in good standing for no less than one year.
2. Club must submit their most current profit and loss statement.
3. Club must submit a line item budget detailing the use of the grant.
4. Club must submit their full club roster. Please indicate the athletes with USAT membership numbers.
5. Club must submit *club board approval of grant documentation* (ex. meeting minutes)
6. Club must submit a W-9 form.
7. Grant amount requested may not exceed the line item budget.
8. Grant amount requested may be up to $1000. Amount awarded may be different than amount requested based on USA Triathlon budget allowances at the time of application.
9. Grants will be awarded once per year. Applications received after the deadline will not be considered for 2012.
10. Grant checks will be made out to club name given on grant application. Checks will not be made out to individuals.
11. Grant must be used within four (4) months of check date.
12. Receipts must be sent to national office within 30 days of grant use.
13. Club will be held liable for any amount of the grant money up to the full amount of grant if the grant money is not spent in accordance with the approved grant request.
14. Follow-up documentation of how the grant was used must be sent to national office with 30 days of grant use.
15. Clubs may only receive one (1) USAT club grant during any 12 month period.

USA Triathlon Club Grant Program- FAQ'S

What are USA Triathlon Club Grants?
The Club Grants are financial support available to USA Triathlon clubs that have been registered with USAT for one or more years to use for the improvement of the sport, to encourage participation in multisport at a club level and improve USAT visibility as a partner in the development process. By providing a grant program to USAT registered clubs, USA Triathlon encourages the goals of excellence in multisport education for development and continued growth.

Who is eligible?
Any current registered club of USA Triathlon that has held its membership for one or more consecutive years and is a non-profit organization within the United States, formed to further the growth and development of triathlon, duathlon, aquathlon, aquabike, off-road and/or winter triathlon.

Any club that receives a grant from USA Triathlon and does not fulfill the requirements of the application by not submitting receipts and a follow-up letter by the due dates stated and/or not spending the grant in accordance with the approved grant request will be put on probation for one (1) year. The probation terms include immediately being removed from the USA Triathlon website, the club status will be changed to expired, the club may not renew with USA Triathlon for one (1) year, the club may not participate and earn points in any regional or national championship club event, and the club will not be eligible to apply for any club grants for three (3) years. In addition to the above, the club will be held liable for the full amount of the grant and will be invoiced by USA Triathlon.

Can anyone apply for a grant?
All USAT Clubs may apply for the grant. The grant is to be used for club related activities, not individual activities, and therefore must be applied for by the club designated representative. The grant must be approved by the club and all documents indicating such approval shall be included in the grant application.

What are considered appropriate activities for a Club Grant?
Programs that further the awareness and development of the club at the grassroots level will be considered appropriate activities. Examples of appropriate activities are listed below.

Club Education:

- Sending a club officer to a USAT coaching certification course, race director certification course, official's certification course and/or USAT symposium or conference.

Events:

- Creating a sanctioned event, creating a sanctioned clinic, club events, expos, club registration for a USAT National Championship event.

Membership Expansion:

- Purchasing USAT annual memberships for your club members

How much financial support is available through a Club Grant?
Clubs can apply for a grant ranging from $50 to $1000. A line item budget is required with the application to justify the amount of the grant. The grant will be a budgeted item within USA Triathlon, which is approved by the national board of directors each year.

USA Triathlon has the overall authority to decide the grant amount, if any, clubs are awarded.

How do I apply?
The club designated person shall complete the grant application and submit it before the due date with all required information.

Questions?
Contact the Sport Development Coordinator, at clubs@usatriathlon.org or 719-955-2824.