



GUIDELINES AND PROCEDURES 2011- 2012 PROGRAM GRANTS

The USTA Florida Section Foundation has served as the charitable arm of USTA Florida since its inception in 2004. With a mission “to improve the health and quality of life of Floridians through tennis”, the Foundation supports community tennis programs that positively impact the children and adults throughout Florida.

With funding from the “Play Tennis” specialty license plate revenue, USTA Florida Section Foundation may provide financial support to nonprofit organizations that offer tennis programs in two primary areas:

- Youth Tennis
- Adaptive tennis for special populations of all ages

ELIGIBILITY:

To qualify for a program grant, organizations must:

- Have a non-profit designation from the IRS or be a government entity
- Must be a USTA Organizational Member in good standing.
- Have a broad base of community support and meet a compelling need in the community.
- Align with the Foundation’s focus on youth tennis and tennis for adaptive populations of all ages.
- Practice and provide services without discrimination as protected by law.

EXCLUSIONS:

Funds will NOT be granted for the following:

- Individuals*
- Administrative staff salaries
- Travel expenses
- Building, renovating or maintaining tennis facilities**
- Capital projects

*Youth Scholarships will be available from other revenue sources by Fall 2011.

** Grants for building, renovating and maintaining tennis facilities will be available through the Foundation’s Facility Grant program available in Spring 2012.

MAXIMUM GRANT REQUEST:

The maximum program grant request that will be considered is \$5,000 during 2011 and 2012. Grant requests over \$5,000 will be immediately declined.

APPLICATION DEADLINES:

Applications deadlines and grant determinations announced according to the following timeline:

- Deadline: September 30, 2011 Grant decision notification by October 31, 2011
- Deadline: March 31, 2012 Grant decision notification by April 30, 2012
- Deadline: September 30, 2012 Grant decision notification by October 31, 2012

APPLICATION PROCEDURES:

- Applications **MUST** be submitted online.
- Each application **MUST** include the following information:
 1. Accurate and complete contact information.
 2. Detailed and complete answers to all required questions in the narrative section that clearly outlines:
 - Compelling need for program
 - Complete program information
 - Specific goals and evaluation tools
 - Collaborations and partnerships
 - Matching funds and in-kind support
 - Plan for sustainability for the future
 3. The following required documentation to be uploaded at the time of grant application submission:
 - IRS Letter of Determination
 - Most recent IRS 990 Form
 - Current list of Officers and Board of Directors
 - Current Organization Operating Budget
 - Detailed and balanced Program Budget (*Please note: a budget template is available upon request.*)