



## 2009 Community Tennis Program Grants Application

Prior to completing the grant application, please read and review the entire application. If you should have any questions regarding the completing of this application, consult with the USTA Southwest Section office or a member of the Community Tennis Staff in your area.

All complete grant proposal packages must be submitted to the USTA Southwest Section Office no later than November 15<sup>th</sup> at 5:00pm Arizona Time. No late applications will be considered. Applications can be submitted via mail, fax, or e-mail:

Mail to:	E-mail to:	Fax to:
USTA Southwest Section Attn: Michelle Moyer 7010 E Acoma Dr #201 Scottsdale, AZ 85254	<a href="mailto:mmoyer@southwest.usta.com">mmoyer@southwest.usta.com</a>	480-289-2701

Grant Proposals must include the following documents:

- |  |  |
|--|--|
| <input type="checkbox"/> Cover Letter    | <input type="checkbox"/> Application (completed in full)   |
| <input type="checkbox"/> Proposed Budget | <input type="checkbox"/> Letter of Recommendation from CTA President<br>(see last page for a list of the Presidents) |

**Use the tab key to move cursor from box to box. After completing, click the SAVE icon and include with your proposal packet.**

ORGANIZATION INFORMATION	
Sponsoring Organization:	
Program Name:	
Contact Person:	
Mailing Address:	
City, State, Zip:	
E-mail:	
Website:	
Make check payable to:	

Work Phone:	
Home Phone:	
Cell Phone:	

USTA Organization Member #:	
Are you a 501(c)3?	
Tax ID #:	

**TYPE OF GRANT REQUESTED ("X" ONLY ONE)**

- |  |   |
|--|---|
| <input type="checkbox"/> USTA School Tennis                        | <input type="checkbox"/> Adult Beginner Tennis                      |
| <input type="checkbox"/> USTA Junior Team Tennis                   | <input type="checkbox"/> Tennis Diversity Program                   |
| <input type="checkbox"/> Wheelchair Tennis                         | <input type="checkbox"/> Adaptive Tennis                            |
| <input type="checkbox"/> Senior Tennis Program                     | <input type="checkbox"/> Corporate Tennis Program                   |
| <input type="checkbox"/> USTA NJTL (National Junior Tennis League) | <input type="checkbox"/> Tennis on Campus (college/intramural/club) |
| <input type="checkbox"/> QuickStart                                | <input type="checkbox"/> After-School Tennis                        |
| <input type="checkbox"/> CTA – Start Up                            | <input type="checkbox"/> Innovative Tennis Program                  |

Amount Requested:

**PROGRAM INFORMATION ("X" ALL THAT APPLY)**

- Years in existence:  New     1-3 years     4-6 years     7+years
- Target audience:  Youth (18 & under)     Collegiate (19-24)     Adult (25-49)     Senior (50 & up)
- Target ability:  Beginner     Intermediate     Advanced
- Facility type:  School (K-12)     College/University     Public Park
- Tennis Club (Public)     Tennis Club (Private)     Other (list)

Program Start Date:		Program End Date:	
Number of Hours per Week:			
Number of Program Participants:	2008 Actual:	2009 Goal:	
Number of tennis courts to be used:		Number of sites to be used:	
Program Fee:	\$      per person	Number of scholarships offered:	

**PROGRAM ADVERTISING & PROMOTION**

How will you advertise, promote, and generate publicity for your program? ("X" all that apply)

- Flyers     Posters     Website/E-mail     Direct Mail     Radio
- Local Newspaper     Other: \_ \_

## PROGRAM GOALS

Provide a brief description of your agency's mission, goals and objectives, services, overall size, and date founded:

Describe in detail the proposed program:

Describe the specific activities for which you are seeking funding:

Describe the demographics of the population receiving services (race/ethnicity, economic status, and gender):

List your overall goal(s) and specific objectives to help you meet your goal(s):

List your measurable criteria for a successful program and the results you expect to achieve:

Describe your long-term strategies for sustaining this program:

Describe your strategies for retaining participants in this program:

List additional funding sources for this program (include the amount you will receive):

Has your organization applied for a grant in previous years:

No  Yes If yes: when: How does this request differ from previous requests:

**All applications must include a letter of recommendation from the President of their local Chartered Community Tennis Association**

<b>CHARTERED COMMUNITY TENNIS ASSOCIATION PRESIDENTS USTA SOUTHWEST SECTION</b>	
Geoff Russell President – USTA Central Arizona 6351 S. River Drive Tempe, AZ 85283 (480) 516-1174 grussell@morfi.com	Charles Jurva President – USTA Southeastern New Mexico 700 Park Drive Carlsbad, NM 88220 (505) 887-1980 cjurva@valornet.com
Jennifer Fuchs President – USTA Southern Arizona 10000 N. Oracle Road Tucson, AZ 85737 (520) 544-1781 Jennifer_fuchs@hilton.com	Jon'l Emmett President – USTA Greater El Paso 6348 Franklin View El Paso, TX 79912 (915) 920-5665 jemmett@elp.rr.com
Judy Harlas President – USTA Southern New Mexico 1008 Engler Rd Las Cruces, NM 88007 (575) 649-9374 jrharlas@aol.com	Wendy Thomas President – USTA Northern New Mexico 727-3 Cedar Hill Lane NE Albuquerque, NM 87122 (505) 610-0186 Aloha10smom@yahoo.com
Jana Perpich President – USTA Northern Arizona 1435 N. Rockridge Flagstaff, AZ 86001 (928) 779-1179 jperpich@infomagic.net	Jeff Bowkowski President – USTA Southeastern Arizona 3514 Kings Court Drive Sierra Vista, AZ 85635 (520) 458-0602 kctennispro@yahoo.com

**Guidelines for determining expenses in your budget:**

The following is an estimate of equipment costs to help you in planning your budget:

- Foam Balls (case of 60 balls) - \$100
- Low Compression Balls (case of 60 balls) - \$60
- Standard Balls (case of 24 cans) - \$60
- Jr. Racquets - \$12
- Pop Up Nets - \$82

To view or purchase equipment go to:

[http://www.usopenshop.org/QuickStart\\_Youth\\_Gear\\_s/1062.htm](http://www.usopenshop.org/QuickStart_Youth_Gear_s/1062.htm)

Please make sure that instructor fees do not dominate your grant request. You can pay instructors however much you feel is appropriate but the grant committee will approve no more than \$30 per hour for instructors when funding grants.

The maximum grant award is \$2000. Please only request what you think you will actually need. The grant committee may choose to fund a portion of a request. If the projected budget doesn't make sense then the grant may not be funded.



## 2009 Community Tennis Program Grants Proposed Budget

Please use the proposed budget below as your guideline. Your proposal for financial support from the USTA Southwest Section, will be strengthened by the inclusion of a project budget that illustrates sound financial planning. Program fees are required for any grant to be considered. Note: Not all budget items below will apply to all applicants. A budget for each program must be submitted if applying for more than one program grant.

Budget for the period \_\_\_\_\_ to \_\_\_\_\_

Income		Expenses	
Source	Amount	Source	Amount
<b>Program Fees:</b>		<b>Salaries:</b>	
# of participants:		Head Instructor:	
Fee per participants:		# of hours:	
Total program fees:		# of students:	
		\$ per hour:	
<b>Court Rental Fees:</b>		Total:	
		Assistant:	
<b>Local Sponsors: (list)</b>		# of hours:	
		# of students:	
		\$ per hour:	
		Total:	
<b>In Kind Support: (list)</b>		Coordinator:	
		\$ per hour:	
		Total:	
		<b>Equipment: (list)</b>	
<b>Fundraising/Grants:</b>			
Government		<b>Office Expenses: (list)</b>	
Foundation			
Corporation			
USTA Chartered CTA		<b>Advertising: (required)</b>	
USTA Section		<b>Insurance:</b>	
USTA National		<b>Awards/Gifts:</b>	
Other: (list)		<b>Scholarships:</b>	
		<b>Other: (list)</b>	
<b>Total Income:</b>	\$	<b>Total Expenses:</b>	\$
<b>Difference: (Income less Expense)</b>		\$	

