



## Grant Guidelines

**Note: These guidelines are subject to change each grant cycle.**

The USTA Foundation provides funding to tennis and education programs that serve at-risk youth, as well as to programs that provide opportunities to individuals with disabilities (Adaptive tennis). The Foundation also supports programs that use tennis to help military service members, veterans and their families reintegrate into their community.

Based on the Foundation's current strategic priorities, grant-making primarily supports our efforts in developing strong, sustainable National Junior Tennis & Learning chapters in key markets around the country. A formal levels system was developed with rigorous criteria, to create consistency across the NJTL network. Funding preference will be given to registered NJTL chapters that utilize the USTA Foundation/NJTL products.

Occasionally, disbursements may be made in the category of Program-directed grants, based on a contribution made by an individual, corporation or foundation, awarded to a pre-determined organization. Documentation must accompany the request, supporting the donor's intent for the use of the funds.

- Any request made for disbursement of funds in the categories outlined above, must first meet the following five initial requirements:
  - Support the mission of the USTA Foundation;
  - Adhere to the legal requirements for the USTA Foundation as a 501(c)(3) corporation; exceptions can be made on a case by case basis and must be properly documented;
  - Maintain the highest ethical standards;
  - Conform to the stipulation, or restrictions, made by the donor(s);
  - Meet the tests of public examination as to appropriateness.
- Grant requests must be completed through the USTA Foundation's online application process; however, in the case of a program-directed grant or stipend, a staff member may enter the request on behalf of the recipient.
- Each request must include the following supporting documents:
  - IRS Form 990 or Audited Financial statements (not more than two years old)
  - IRS Determination Letter indicating the 501(c)(3) status.
  - Board of Directors list with a brief description of each member
  - Project Budget outlining how the grant monies will be used
  - Overall Organization Budget for the current fiscal year
  - A letter of support from a partner or project collaborator.

- The grant period for all categories is one year. Exceptions may be made by providing documentation requesting an extension of the grant period. All requests for such extensions must be approved by the Grant Disbursement Committee Liaison.
- Grant recipients should not rely solely on the USTA Foundation Incorporated for funding of a specific project.
- In the event that the organization ceases to operate, or if the original purpose of the project changes, the grantee must contact the USTA Foundation.
- All funded requests will require progress and final reports. Progress reports will be due after six months, and final reports at the end of the grant period. **Organizations will be required to sign and return an award letter indicating that they understand and agree to the terms of the grant, including that they may forfeit their eligibility for future funding if they do not submit their mid-year and year-end reports.**
- USTA Foundation Program grants range from no less than \$5,000 and no more than \$25,000 to support the implementation of qualified educational curricula and improved tennis delivery. Preference will be given to NJTL chapters in Levels 2-4, serving the desired “under resourced” target demographic.
- USTA Foundation Adaptive Tennis grants provide tennis, life skills, outreach and inclusion to disabled youth and adults. Priority will be given to Adaptive Tennis programs that are also registered NJTL programs, as well as to programs that provide a pathway to this demographic.
- Occasionally, the USTA Foundation awards grants to programs that provide tennis, education, health and life skills for wounded veterans, families of deployed service personnel and underserved youth located near military installations.