



## USTA Foundation Program Grant Application Overview

**Tax-ID** – A valid IRS registered tax ID must be entered in order to access the online application

**Eligibility Quiz** – Applicant must correctly answer the eligibility quiz in order to access the online application

**Organization Information** – Please provide the contact information for your organization, including address, phone, web address and NJTL registration, if applicable. Additionally, please provide a succinct summary of your request that includes the amount, requested, number of participants, geographic area served and the target population. The contact information for the Executive Director and person completing the Grant Request must also be included, in addition to the USTA Section in which your program is located [click here for map](#).

**Organization Background & History** - State your organization's mission, goals, objectives, services provided and date founded. Check the program offerings that your organization provides, and if not listed, please add other offerings. Provide a percentage allocation of staff time, include full-time, part-time & volunteers.

**Proposal Summary** – Include the grant amount requested, the total project budget and your organization's budget, and title of the project. Please include the number of participants to be served by the project you are requesting funds for as well as the total number of participants your organization serves, annually. Provide a brief description of the demographic makeup of your participants and how your project aligns with the mission of the USTA Foundation.

**Project Detail** – Provide an outline of the objectives, activities and strategies, along with a timeline of implementation. List other organizations that will be involved as partners and/or collaborators.

**Project Evaluation & Sustainability** - Describe how you will evaluate the success of your program. What outcomes will you track and what impact on your community do you expect? Briefly explain what tools and methods are to be used to measure the project's success/outcome/impact? Please provide a plan for the financial sustainability of the project. Please list any additional sources of funding that have been secured for this project.

**Attachments** - Financial Statement, audited, if available; IRS Form 990; A copy of your most recent IRS letter indicating your organization's tax exempt status; A list of Board of Directors, with their affiliations; Detailed project budget, indicating the specific uses of the requested funds, including all sources of income; Most recent annual organization budget; Two letters of support; Other supporting documents that relate to your request, i.e., newsletter, promotional material.