

NEW MEXICO YOUTH TENNIS FOUNDATION PROGRAM/ACTIVITY REQUEST PROCEDURES

1. Foundation Grant application forms are sent to the USTA DISTRICT offices/presidents and publicized through local community tennis newsletters, tennis tournaments or through middle school and high school tennis coaches by the Foundation.
2. Applications are returned to the Foundation with endorsement of USTA District.
3. Foundation Grants Committee to be comprised of Foundation President, Executive Director, if any, and appointed volunteers. The Committee's size will be determined by the Foundation BOD from time to time. The President or Executive Director will forward applications to the Foundation Grants Committee for review and recommendations.
4. The Committee will obtain additional information, if necessary. The President or Executive Director sends a copy of the application and recommendation to the Treasurer of Foundation.
6. Treasurer of Foundation will send a check to applicant with a cover letter. If request is not approved, a letter is also sent. Depending on the size of the grant (to be determined by the BOD from time to time), a portion of the funds granted will be awarded upon approval and remainder will be awarded upon completion of the program and receipt of the "Grant Accountability Report" by the Foundation. (Allowances on funding may be made in special circumstances.)
7. Copies of letter are sent to Foundation Executive Director, if any, and President.
8. In the case of memorial funds, the Foundation Board will allocate the funds in accordance with the wishes of the contributor(s). Documentation of the use of the funds will allow the Foundation to acknowledge the contribution.

NEW MEXICO YOUTH TENNIS FOUNDATION, INC.
Request for Program/Activity Funding

APPLICANT: _____ **POSITION:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone () _____ **Home Phone ()** _____

USTA District: _____ **USTA #:** _____

USTA Member Organization # and Expiration Date: _____
 (Required for funding)

PROGRAM:

_____ Existing	_____ New
_____ Educational	_____ Instructional
_____ Public Facility	_____ Tournament
_____ League	_____ Other

FUNDING SOURCES:	REQUESTED	RECEIVED
NM Youth Tennis Foundation	\$ _____	\$ _____
USTA Southwest Section	\$ _____	\$ _____
USTA District Financial Support	\$ _____	\$ _____
Other Financial Support (Include projected participant fees if applicable)	\$ _____	\$ _____

PLEASE INCLUDE ON A SEPARATE PAPER:
 A complete description of the program. For existing programs or activities, please include how the requested funding will expand or alter the current activities.

- Name of Program and Program Director or Coach
- The goals of the program (be specific)
- Program budget, including projected fees
- Describe how the program will be evaluated.
- Describe staff and supervision of program

SEND REQUEST TO:

New Mexico Youth Tennis Foundation
 2901 Indian School Rd NE, Suite A
 Albuquerque, NM 87106
 505-823-6599 or via e-mail: nmytf@comcast.net

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Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone () _____ **Home Phone ()** _____

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USTA Member Organization # and Expiration Date: _____
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PROGRAM:

<input type="checkbox"/> Existing	<input type="checkbox"/> New	
<input type="checkbox"/> Educational	<input type="checkbox"/> Instructional	<input type="checkbox"/> Tournament
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