GENERAL GRANT GUIDELINES – Updated March 2020

General Guidelines

- 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, via the grants management system; 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 (External CPA Certified Financial Audit per state frequency)
  - 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

- Requests will be reviewed initially by staff to ensure they adhere to the five initial requirements as well as include all required documentation.

- The grant period for all categories is one year, with the exception of the Startup Grants. Exceptions may be made by providing documentation requesting an extension of the grant period. All requests for such extensions must be approved by the Director of Programs & Services and the Grant Disbursement Committee.

- Each organization may apply for all categories of funding, but may be limited to the number of grants they may receive.

- The annual cumulative amount the Foundation has given one organization will be taken into consideration, with the exception of a restricted gift from an individual to that specific organization.

- Grant recipients should not rely solely on the USTA Foundation Incorporated for funding of a specific project. The Foundation prefers not to fund more than 25% of the project budget for Program Grant requests.

- 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.

Vetting of Grant Requests

- All requests will be vetted according to the standards set by the USTA Foundation Board of Directors Audit Committee.

- All organizations will be checked against the www.guidestar.org nonprofit database and respective state charity bureau website, for verification of good standing.

- The request must adhere to the disbursement policy and fit the guidelines for the specific grant category.
• All attachments will be reviewed for accuracy and questionable financial documents will be routed to a subject matter expert.
• NJTL enrollment will be verified and preference will be given to enrolled NJTL chapters.
• When appropriate, input will be sought by the USTA Section staff where the organization is located.

Review and Approval Process

• The Disbursements Committee Chairs will assign all subcommittee members for review of grant requests in all categories of funding.
• The subcommittees will be provided a list of all grant requests and supporting documentation in their respective grant categories after review by staff.
• A subcommittee will review the staff recommendations for program grants, after the vetting process and due diligence is completed.
• A subcommittee will review the recommendations of the staff and account managers for Capacity Building grant requests, and will provide their selections to the Disbursement Committee.
• A subcommittee will review the selection of the Excellence Teams participants and will provide their recommendation to the Disbursement Committee.
• All subcommittees will provide their findings to the voting members of the Disbursements Committee as a motion for vote.
• All motions passed by the Disbursement Committee will be presented to the Foundation Board of Directors at the meeting following the approved motion, for informational purposes.

Acceptance, Reporting and Evaluation

• 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 final reports.
• All funded requests will require a final report at the end of the grant period including an actual accounting of how the funds were spent.
• Additionally, for the year-end/final report, expense substantiation (copies of invoices, payroll records, etc.) may be requested and randomly selected for audit.