

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS PROGRAM**

*Policies and Procedures*

## *Table of Contents*

<b>I. INTRODUCTION</b>	<b>2</b>
<b>II. GRANTS PROGRAM MISSION STATEMENT</b>	<b>2</b>
<b>III. GRANTS PROGRAM PRIORITIES</b>	<b>2</b>
<b>IV. GRANTS PROGRAM OBJECTIVES</b>	<b>2</b>
<b>V. GRANT BASIS</b>	<b>3</b>
<b>VI. APPLICATION PROCESS</b>	<b>4</b>
<b>VII. GRANT CALENDAR</b>	<b>6</b>
<b>VIII. PROCESS OF AWARDING GRANTS</b>	<b>6</b>
<b>IX. DEFINITIONS</b>	<b>7</b>

# **REGION II**

## **United States Adult Soccer Association**

### **GRANTS PROGRAM**

#### **I. Introduction**

- A. Region II of the United States Adult Soccer Association (USASA) has established the Grants Program to provide its member associations and leagues additional financial resources at the “grassroots” level of the game to increase and enhance membership.
- B. USASA Region II (the "Midwest Region") is an administrative, geographical subdivision of the United States Adult Soccer Association. It consists of members from the States of Illinois, Indiana , Iowa , Kansas , Kentucky , Michigan , Minnesota , Missouri , Nebraska , North Dakota , Ohio North, Southern Ohio, South Dakota , and Wisconsin . It provides for the governance and administration of the game of soccer played by its members, under the authority of the USASA, and does so according to the Bylaws and Policies of the USASA.

#### **II. Grants Program Mission Statement**

The Grants Program seeks to foster competition, create new membership opportunities, and encourage participation in adult soccer.

#### **III. Grants Program Priorities**

The priorities of the Grants Program are as follow and are listed without regard to importance:

- A. To support long-term membership
- B. To promote membership where none previously existed
- C. To encourage re-affiliation by members who are no longer affiliated with USASA
- D. To support gender equity
- E. To advance programs that will result in increased membership

#### **IV. Grants Program Objectives**

- A. Funding for the Grants Program was budgeted by Region II to provide a framework to place seed money in the adult soccer community for the purpose of building and improving Region II membership.
- B. By providing financial assistance, the Grants Program seeks to:
  - 1. Increase overall Region II adult soccer participation,
  - 2. Establish a forum (database) of ideas and programs to promote and increase membership, and

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS PROGRAM**

3. Encourage members to add funding or manpower to create more opportunities for the adult soccer player.

**V. Grant Basis**

- A. The Grants Program awards monetary grants. The awards are based on the documentation provided in the Application and may be based on the amount of matching funds provided by the Applicant.
- B. Grants are not for multi-year funding, are not renewable, and are not transferable.
- C. Grant Applications either for or from the following will not be accepted:
  1. Political campaigns
  2. Capital improvements or projects
  3. Grants for a profitable entity that will not provide or promote a direct benefit for a non-profit entity
  4. Pass-through grants which would result in funds being granted for the purpose of being granted to another entity
  5. Associations or entities that are not members of USASA
  6. Projects or individuals outside of Region II
  7. Applicants that discriminate either directly or indirectly by race, creed, sex, or nationality
- D. Grant Applications are encouraged for, but not limited to, proposals that:
  1. Attract new members, for example, by conducting a “soccer summit” to attract unaffiliated leagues
  2. Solicit organizations promoting indoor or coed soccer
  3. Solicit membership of unaffiliated programs, for example, municipal leagues
  4. Create promotional projects or events to persuade former USASA members to return to USASA, for example, a mailing to players who are not currently registered or offering reduced membership fees
  5. Provide transitional programs from youth soccer to adult soccer
  6. Create programs that are designed for minorities and the economically disadvantaged

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS PROGRAM**

- E. An Applicant may submit more than one Application in the same Grant year. A separate Application must be made for each Grant project. If multiple Applications are received for the same project, all Applications associated with that project will be rejected.
- F. All Applications in their entirety, including submitted information and documents, become the property of Region II of USASA.

**VI. Application Process**

A. Application Submittal

- 1. Two signed and dated original Application forms must be submitted.
- 2. The Application shall be postmarked no later than September 30th of the application year. Original signatures are required of all Applicants, therefore faxed or e-mail Applications will not be accepted.
- 3. Applicants should expect that a condition of a Grant award may require a written follow-up report to the Grants Committee or the Region II Board of Directors.
- 4. The Grants Committee or the Region II Director may place other conditions upon a grant award as deemed necessary.

B. Application Review

- 1. Applications will be reviewed by the Grants Committee Chairman to determine if the Application has been received in a timely manner, and meets the criteria of a Completed Application. The Committee Chairman at his/her discretion may request additional information from the Applicant.
- 2. The Committee Chairman will inform by mail or by e-mail members of the Grants Committee of the Applications received.
- 3. If an Application is rejected by the Grants Committee, the Committee Chairman will inform by mail or by e-mail the Region II Director and the Applicant(s) of the rejected Application and the reason for rejection.
- 4. The Committee Chairman will provide a copy of acceptable Applications to the members of the Grants Committee for evaluation.
- 5. A copy of any Application will be provided to the Region II Board members upon request.

C. Application Consideration

The Grants Committee will categorize the Application as one of the following:

- 1. Acceptable for consideration

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS PROGRAM**

2. Acceptable for consideration with reservation – confirmation of applicant’s USASA membership required
  3. Rejected – not within the parameters of Grants Program
  4. Rejected – Application incomplete or missing information
  5. Rejected – Application not typed as required
  6. Rejected – Application not received in a timely manner
  7. Rejected – for any failure to meet the requirements as specified in this document or on the Application
- D. Application Evaluation
1. Members of the Grants Committee will evaluate the acceptable Applications based on
    - a) Which Applications best meet the Mission Statement of Grants Program,
    - b) Which Applications best meet the priorities of Region II of the USASA,
    - c) Individual merit of the Application, and
    - d) Which Applications include provisions for Applicant funding.
  2. Following review of the Applications, the Grants Committee will meet in person or convene via telephone to evaluate the Applications. During the meeting or teleconference, each Application will be considered individually. Each Member will provide his/her reason for approval or disapproval. In the case of approval, the Member will provide the funding amount he/she deems appropriate.
  3. Following evaluation, review, and discussion, the Grants Committee will vote on which Applications and what amounts will be forwarded to the Region II BOD for further action.

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS PROGRAM**

**VII. Grant Calendar**

- A. September 30th of the Application year - Final date (postmarked) for submittal of two (2) original grant applications
- B. USASA Mid-Year Meeting (mid-October) – Grant Committee will have evaluated grant applications received prior to the deadline and which met all grant criteria. Grant Committee Chairman will provide recommendations to Region II Director for presentation to the Region II Board.
- C. Fall of application year – Region II Board will review Grant Committee recommendations and make final award decision. The final award decision will be provided to the Grant Committee Chairman.
- D. November/December of application year - The Region II Director will request preparation of the grant checks and decision letter. If a follow-up report is required of the awardees, it will be included in the decision letter.
- E. USASA AGM (February/March) – Announcement of grant awards will be made at the Region II meeting held during the USASA AGM.

**VIII. Process of Awarding Grants**

- A. The Grants Committee Chairman will provide in writing notification of the Grant Committee recommendations to the Region II Director.
- B. The Region II Director will present the award recommendations to the Region II Board for approval. If requested, the Grants Committee Chairman will appear before the Region II Board to present the award recommendations in order that any questions regarding the Grants Committee’s decision may be answered in a timely manner.
- C. The Region II Board will notify the Chairman of the Grants Committee of the final grant awards.
- D. For grant awards, a letter written by the Region II Director will accompany the award check explaining the purposes for which the funds have been awarded. The letter will detail the amount of the funds and the purposes for which the funds have been awarded. (This is critical when only a portion of the grant application receives funding.)
- E. A copy of the grant award letter will be sent to the Chairman of the Grants Committee.
- F. When a Grant is awarded, a Grant Agreement will be issued to the Applicant. The Agreement will include, but is not limited to, the amount of the Grant, the purpose of the Grant, the condition(s) (if any) of the Grant, and the required reporting dates and information (if any) of the Grant.
- G. The performance of the conditions of the Grant may be subject to review by the Grants

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS PROGRAM**

Committee Chairman or the Region II Board.

- H. Other conditions may be established by the Grants Committee or the Region II Executive Board as deemed necessary.
- I. Region II reserves the right to amend or otherwise change the form or content of the Application at any time.

**IX. Definitions**

- A. **“USASA”** is the legal abbreviation for the United States Adult Soccer Association.
- B. **“Applicant”** shall be any individual or incorporated or unincorporated entity that is a member of Region II of USASA.
- C. **“Application”** refers to the current Region II Grants Application Form and supporting documentation as required, completed by an Applicant and filed in a timely manner. All supporting documentation must be on standard letter size paper (8-1/2” x 11”). Applications must be typed in no less than 10-point font. Handwritten Applications will be rejected. Two (2) signed, original Applications must be submitted for each Grant request.
- D. **“Completed Application”** requires that the Application (1) is properly dated and signed by the Applicant or the Applicant’s representative, (2) is the original, (3) includes all requested answers to questions and forms, and (4) provides additional documentation as needed.
- E. **“Filed in a timely manner”** means that the Application must be postmarked no later than the deadline date. The Application may be submitted either by the US Postal Service or delivery service. In either case, the posting date must be no later than the deadline date.
- F. **“Grants Committee”** is comprised of two members and a committee chairman. All are appointed by the Region II Director.

APPLICATION DATE: \_\_\_\_\_

**REGION II**  
**United States Adult Soccer Association**  
**GRANTS APPLICATION**

*Two (2) signed copies of the application and supporting documentation must be completed in 10-point or 12-point type.*

**POSTMARK DEADLINE: September 30th of the Application Year**

<b>NAME OF GRANT PROJECT</b>
<b>LOCATION OF GRANT PROJECT</b> <i>City and State</i>
<b>APPLICANT</b>

<b>For USASA Region II Use Only:</b>	
Date Application Received _____ <i>Provide date and initial</i>	Application Complete    yes <input type="checkbox"/> no <input type="checkbox"/>
Application Number _____	Application Review Date _____
Committee Member Recommendation _____	
Application Disposition _____	Amount of Grant Award _____
Follow-Up Report Date, if condition of Grant _____	
Follow-Up Information to be Provided _____	
Date Recommended Award submitted to Region II Director _____	
Date Check Issued _____	Check No. _____

**SECTION 1. APPLICANT CONTACT INFORMATION**

Legal Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**SECTION 2. APPLICANT'S REPRESENTATIVE CONTACT INFORMATION**

Applicant's Representative \_\_\_\_\_

Signature of Representative \_\_\_\_\_

Title of Representative \_\_\_\_\_

Please provide the following information for the Applicant's Representative.

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**SECTION 3. PROJECT INFORMATION**

Name of Grant Project \_\_\_\_\_

Location of Grant Project \_\_\_\_\_  
*City and State*

Amount of Funding requested \_\_\_\_\_

Matching Funds, if any \_\_\_\_\_

Source of Matching Funds \_\_\_\_\_

**SECTION 4. APPLICANT / ORGANIZATION INFORMATION**

Applicant is (place an X in all boxes that apply to Applicant)

Individual

Not for Profit  Soccer Association or League  
*check one*  Soccer Team  
 State Soccer Association

For Profit  Public  
*check one*  Private  
 Other, *please describe*

Region II Affiliator  State Association  
 League  
 Team  
 Club  
 Other, *please describe*

Organization  Applicant is a 501(c)(3)

Staus Applicant is incorporated in the following state  
\_\_\_\_\_



**SECTION 6. USASA GRANT POLICIES AND PROCEDURES**

In submitting this application, applicant agrees to the policies and procedures of the Region II Grants Program as detailed in the publication *Region II Grant Policies and Procedures* which is available at the Region II website.

**Signature of Applicant:** \_\_\_\_\_

**SUBMITTAL**

Return two (2) **signed copies** of the Grant Application form postmarked no later than September 30th of the application year to:

Mr. Vic Boydo  
Attention: USASA Region II Grants Program  
2043 Lori Lane  
Wichita, KS 67207

**REGION II**  
**UNITED STATES AMATEUR SOCCER ASSOCIATION**  
*Grants Program*  
**GRANT FOLLOW-UP REPORT**

*Please complete in 10-point or 12-point type.*

<b>AWARDEE INFORMATION</b>			
Legal Name	_____		
Address	_____		
City	_____	State	_____ Zip _____
Telephone No.	( _____ ) _____ - _____	Fax	( _____ ) _____ - _____
E-Mail Address	_____		

<b>AWARDEE CONTACT INFORMATION</b>			
Contact Person	_____		
Title	_____		
Please provide the following information if different from AWARDEE INFORMATION.			
Address	_____		
City	_____	State	_____ Zip _____
Telephone No.	( _____ ) _____ - _____	Fax	( _____ ) _____ - _____
E-Mail Address	_____		

<b>SUBMITTAL</b>
Return the <i>Region II Grants Program</i> Follow-Up Report to: <b>Mr. Vic Boydo</b> <b>Attention: USASA Region II Grants Program</b> <b>2043 Lori Ln.</b> <b>Wichita, KS 67207</b>

<b>For USASA Region II Use Only:</b>	
Application Number _____	Grant Award \$ _____
Payment Date _____	Check No _____

**REGION II**  
**UNITED STATES AMATEUR SOCCER ASSOCIATION**  
*Grants Program*  
**GRANT FOLLOW-UP REPORT**

**PROJECT INFORMATION**

Name of Grant Project

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Location of Grant Project (city, state)

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Award Amount from Region II Grants Program

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Matching Funds, if any

---

Source of Matching Funds

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**REGION II**  
**UNITED STATES AMATEUR SOCCER ASSOCIATION**  
*Grants Program*  
**GRANT FOLLOW-UP REPORT**

Please provide the following information. Each item should be no longer than one (1) typewritten page.

1. Provide a summary of the implementation of the grant project (i.e. publicized reduced registration fees for new players, invited local youth associations for dinner to introduce Region II adult division's benefits, etc.).
2. Provide an accounting of the manner in which the funds were utilized.
3. Provide an analysis of your project including recommendations, suggestions, and areas of improvement. This information will be a "how-to" or "how-not-to" for other States, associations, or organizations that may be interested in trying a similar project. (If you are willing to be contacted for further information, please indicate the contact information as well.)