

REGION II
United States Adult Soccer Association
GRANTS PROGRAM

“Building Our Region to Build the Nation”

Policies and Procedures

Table of Contents

I. INTRODUCTION	2
II. GRANTS PROGRAM MISSION STATEMENT	2
III. GRANTS PROGRAM PRIORITIES	2
IV. GRANTS PROGRAM OBJECTIVES	2
V. GRANT BASIS	2
VI. APPLICATION PROCESS	3
VII. GRANT CALENDAR	5
VIII. PROCESS OF AWARDING GRANTS	5
IX. DEFINITIONS	6

REGION II

United States Adult Soccer Association

GRANTS PROGRAM

I. Introduction

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.

II. Grants Program Mission Statement

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

III. Grants Program Priorities

The priorities of Grants Program are as follows 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 encourage competition under the auspices of USASA
- F. 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 regional adult soccer participation,
 - 2. Establish a forum (database) of ideas and programs to promote and increase membership, and
 - 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.

REGION II
United States Adult Soccer Association
GRANTS PROGRAM

- 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 the funds being granted for the purpose of being granted to another entity
 - 5. Associations or entities that are not members of USASA
 - 6. Foreign projects or individuals
 - 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
- 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 (2) signed and dated original Application forms must be submitted.
 - 2. The Application shall be postmarked no later than April 15 of the application year. Original signatures are required of all Applicants, therefore faxed or e-mail Applications will not be accepted.

REGION II
United States Adult Soccer Association
GRANTS PROGRAM

3. The Grants Committee will review all Applications meeting the deadline and application requirements by May 30 of the application year.
 4. 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.
 5. 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 (a) has been received in a timely manner, (b) meets the criteria of a complete Application, and (c) meets the Grants Program objectives. 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
 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

REGION II
United States Adult Soccer Association
GRANTS PROGRAM

- 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 recommends.
 3. Following evaluation, review, and discussion, the Grants Committee will vote on which Applications will be awarded Grants and the amount of the awarded Grant.

VII. Grant Calendar

- A. April 15th of the Application year - Final date (postmarked) for submittal of two (2) original grant applications
- B. By May 30th of the Application year – Grant Committee will evaluate grant applications received prior to the deadline and meeting all grant criteria. Grant Committee chairman will provide recommendations to Region II Director for presentation to the Region II Board.
- C. Summer 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. July/August 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. Summer Region II Meeting TOC – Announcement of grant awards will be made at the Region II Summer meeting held during the Tournament of Champions.

VIII. Process of Awarding Grants

- A. The Grants Committee Chairman will provide in writing notification of the Grant 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

REGION II

United States Adult Soccer Association

GRANTS PROGRAM

awards.

- D. For grant awards, a letter written by the Grant Committee Chairman 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 Region II Director.
- 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 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. . Handwritten Applications will be rejected. Two (2) signed, original Applications must be submitted for each Grant request.
- D. **“Complete 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 four members and a committee chairman. All are appointed by the Region II Director.

REGION II
United States Adult Soccer Association
GRANTS PROGRAM