

## USA Archery Collegiate Archery Program Grant Guidelines

Through funding from the Easton Foundations, USA Archery approves grants to USA Archery Collegiate Archery Programs. Teams can request funds directly from USA Archery for items such as athlete and coach travel, target butts, stands, archery equipment, general supplies, and coaching certifications to support club, athlete and coach development. Teams can also request equipment grants from the Easton Foundations.

The equipment grant is administered by USA Archery and the Easton Foundations for USA Archery Collegiate Archery Programs only and is not a loan. Grantees (USA Archery Collegiate Archery Programs) are required to plan programs, submit grant proposals, respond to inquiries, keep scrupulous records of finances and program participants, and produce written reports to the grantor (USA Archery and the Easton Foundations) on finances, program goals and accomplishments.

### **Requirements:**

USA Archery supports grants to benefit USA Archery Collegiate Archery Programs in good standing. The program status in the USA Archery Membership System should be: Current. (Action Required is not good standing).

**If applying for an Easton Foundations Blue Tier or Red Tier Grant:** College must provide proof of 501(C)(3) status or Government Entity.

### **Grant Types**

#### **Equipment**

The intent of the equipment grant is to support long-term equipment usage for the program; equipment requested should be for beginner-intermediate level archers, target bales, target stands etc. Please do not request high-performance equipment that would benefit individual archers.

#### **Travel**

The intent of the travel grant is to support athlete travel to Collegiate Target Nationals and Collegiate 3D Nationals.

#### **Instructor and Coach Certification/Development**

The intent of the instructor and coach certification grant is to support coach development. Clubs should request funds for the following:

- Level 2 Instructor Certification Online Course Registration
- Level 3 Instructor Certification Online Course Registration

### **PLEASE READ**

#### **Easton Foundations Requirement Information:**

#### **Easton Foundations Blue & Red Tier Equipment**

If applying for an Easton Foundations Blue or Red Tier equipment grant, you must submit a copy of the IRS Determination Letter stating you are a 501(C)(3) Organization or a letter stating you are a government entity. **IRS 501(c)(3) Letter:** *This is a letter from the IRS that confirms the tax-exempt status of a nonprofit organization under section 501(c)(3) of the Internal Revenue Code. It's proof that the organization has been recognized as exempt from federal income tax and is eligible for certain benefits, such as receiving tax-deductible charitable contributions.*

**DO NOT SUBMIT A W9 Form. IRS W-9 Form:** *This form is used by individuals and entities to provide their Taxpayer Identification Number (TIN) to the entity that will pay them income. Businesses often require a completed W-9 form from contractors, freelancers, and vendors in order to report payments made to them to the IRS.*

## **USA Archery: Other Grant Categories**

If applying for recurve equipment, compound equipment, travel dollars, or instructor and coach certification dollars, applicants do not need to be a qualified 501(c) 3 organization in order to receive funding; however, the program must have its own unique entity established and an Employee ID Tax Number assigned by the IRS (separate from any other for-profit business). The program must also be able to furnish a W9 identifying the program's name as registered with the IRS and the Tax ID assigned to the program. In other words, the club name must be listed on the W9 and be legally connected with the listed Tax ID. Team finances may not be run through personal banking accounts.

If grant dollars will be dispersed through the university, the W-9 form should have the school's name. If grant dollars will be accepted directly by the team, the W-9 should have the program's name. All successful applicants should have checks endorsed by the club, not individuals. Clubs may use the college/university IRS 501(c)(3) Determination Letter to show nonprofit status if this is allowed by the college/university.

To be qualified, USA Archery Collegiate Archery Programs must meet the following conditions:

1. Must be a current USA Archery Collegiate Archery Program in good standing.
2. Program must have at least one current Level 2, or higher, USA Archery certified instructor or coach and three (3) current USA Archery members.
3. Submit a completed (typed) grant application. If a program is not applying for all three grant types, only complete the appendices for the grant type(s) the program is applying for.
4. Submit a completed W-9
5. Supplemental information may be provided to support the grant. Supplemental information may include materials or examples provided in addition to the grant proposal that will help the USA Archery Staff to evaluate the application.

### **Grant Application Deadlines:**

Grant applications must be submitted by **April 10, 2026**. Applications submitted after the deadline will not be considered.

Grant Submission: Grant applications must be submitted electronically to: [collegearchery@usarchery.org](mailto:collegearchery@usarchery.org) in a **single PDF**.

### **USA Archery Grant Review and Selection Process:**

USA Archery staff, along with Easton Foundations, will evaluate and review grant Applications for all grant types.

If Awarded Grant Funds:

1. The club must agree to all the terms and conditions brought forth by USA Archery.
2. Checks will be issued to the address on the W-9 form
3. A program must be a current USA Archery Collegiate Archery Program Club for at least two years after the funds are awarded. If the program disbands, it will be responsible for paying back the full amount of the grant.
4. The program will be required to submit receipts for all items purchased with grant funds by indicated deadline.
5. Along with receipts, a program should submit a letter to USA Archery on how the grant has been successfully used.
6. A program is not allowed to change requested equipment once receiving the grant

### **Project Completion and Satisfaction of Performance:**

The grant agreement with the program shall contain contractual provisions requiring the grantee to verify expenditures and provide receipts for approved expenses. Grant terms and conditions will allow for administrative, contractual, or legal remedies in instances in which the club violates or breaches the grant terms, and shall provide for appropriate remedial actions.

# USA Archery Collegiate Archery Program Grant Application

## Club Contact Information

Name of School: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Requestor's Email: \_\_\_\_\_

College/University Contact (Not an Archer) Name and Email: \_\_\_\_\_

Club Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Information for Individual who will Sign The Acceptance of Grant Form if Club receives a grant (Include Name and Email Address):

\_\_\_\_\_

If my club receives a grant through Easton Foundations, I agree to return the signed Grant Payment Receipt to the Easton Foundations within two weeks of receiving the grant.

Contact Name and Email of the person authorized to sign the Grant Payment Receipt:

\_\_\_\_\_

If the receipt is not returned, I understand my grant may be invalidated.  
**Note:** If a club has any unresolved acceptance of grant forms from past approved grants with the Easton Foundations, this grant will not be processed until those forms are signed and returned.

## About the Program

Date Club Registered with USA Archery: \_\_\_\_\_

Please list the number of archers in your club: \_\_\_\_

If your club conducts outreach activities, what is the approximate reach (number of archers impacted) per year: \_\_\_\_

Note: All archers are required to become members of USA Archery after they attend a maximum of three club activities, or become an official member of the club, whichever comes first. USA Archery will verify the program account in the USA Archery Membership Services System. If you have archers that are considered club members and they do not have a USA Archery membership, **your club is out of compliance with the Club Terms and Conditions** and subject to not being covered by USAA General Liability Insurance Coverage and not receiving a grant.

Please list the program's certified instructors/coaches and full names as well as their certification level:

Name: \_\_\_\_\_ Level: \_\_\_\_\_

If Program has more than 5 instructors or coaches, please attach a separate page.

How Often does the team meet?

Please describe the facility or range where your team practices. Please include details on indoor/outdoor space, equipment storage and security:

Please provide a brief history or mission of the program:

Please list any additional sources of revenue during the last year (i.e fundraising, community donations, membership dues, tournament hosting, etc.)

Please tell us what type of activities or accommodations the team provides to support the inclusion of all participants in the sport of archery (including archers with disabilities, economically challenged archers, minority, or otherwise underrepresented archers):

Please describe how grant funds will be used to recruit **and** retain archers. Please be specific in your answer and address the items being requested and how they will lead to both increased archer recruitment and retention:

Please describe how the club/team is utilizing the [Athlete Development Model?](#)

Please list the name and location of all events the team has attended and plans to attend in 2026:

**Strategic plan:** USA Archery wants to make sure that the program has a plan for sustainable longevity in place. Grant funds are not meant to be the sole means of the future success of the program. Please describe the program's 2-year strategic plan (Points of Consideration: Timeline for use of grant funds, explanation of how grant funds will be used, demonstrate a need for the funds, how will the funds help grow/improve the program, how will the funds help develop a path for archers to reach individual and team goals, how will success/goals be measured, athlete development, event participation, program finances):

Please indicate the categories your program is requesting funds for by checking the appropriate box (es) below.

Note: If requesting an Equipment Grant, the program should request either a Blue Tier Equipment Grant **OR** a Red Tier Equipment Grant. If a program requests both, the application will not be considered. Programs may request funds for Compound/3-D Equipment in addition to a Blue Tier or Red Tier Equipment Grant.

**Is the Program a 501(c)(3) Nonprofit Organization?**

Yes (please attach IRS 501(c)(3) Determination Letter (may use College IRS Determination Letter with approval)

No (note: If applying for the Easton Foundations Blue Tier Equipment Grant, the program must be a 501(c)(3))

**Easton Foundations Blue Tier Equipment Grant**

Check this box if you wish to have backstop netting included with your shipment  
A complete list of items included in the Blue Tier Kit can be found in the Blue Tier Equipment Kit spreadsheet (note: equipment is subject to change without notice)

**Easton Foundations Red Tier Equipment Grant (Maximum Amount: \$1,750)**

This option is for Recurve Equipment and general accessories such as target bales, stands, etc. Must provide detailed equipment list with all specifications.

Amount Requested: \_\_\_\_\_

Please complete Appendix B

**USA Archery Compound and 3D Equipment Grant (Maximum Amount: \$1,750)**

Amount Requested: \_\_\_\_\_

Please complete Appendix B

**USA Archery Travel Grant (Maximum Amount: \$1,000)**

Travel should be for Collegiate Target Nationals and/or Collegiate 3D Nationals

Amount Requested: \_\_\_\_\_

Please complete Appendix C

**USA Archery Instructor and Coach Certification Grant (Maximum Amount: \$150)**

Amount Requested: \_\_\_\_\_

Please complete Appendix D

Note: All Applications must include a [Complete W9 form](#) and be submitted electronically as a single PDF



## Easton Foundations Collegiate Grants Check List & Shipment Form

**This form must be completed if requesting Equipment**

Complete Application under the legal name of college/university. (Only submit the application under the club name if club is a 501(c)(3) or Government Entity)

All required contact information

Detail equipment list with all specifications (qty, color, size, weight, etc., NO Compound Equipment-if requested equipment is out of stock, items may be backordered or replaced with similar item)

IRS exemption letter (**This IS NOT the Sales Tax Certificate or the W9 Form**) Call IRS at 1-877-829-5500 to obtain a copy if you don't have one.

FEIN#

### Shipment Required Information:

**NOTE: Equipment shipped from Easton Foundation must be shipped directly to school**

Date:	Organization Legal Name:	Business Telephone #:
Organization Physical Street Address:		
City:	State:	Zip Code:
College/University Shipping Address ( <b>MUST BE THE SCHOOL SHIPPING ADDRESS. NO DROP SHIPMENTS TO NON-SCHOOL ADDRESS</b> )		
City:	State:	Zip Code:
Contact Name:	Contact Email:	
Contact Telephone #:	Contact Cell #:	
Delivery Hours:	Delivery Contact Name:	
Delivery Site Contact Tel#:	Delivery Site Contact Cell #:	
Special Instructions (NO RESIDENTIAL ADDRESSES):		

## **Appendix B Equipment Grant**

Please provide the following information if requesting a Red Tier Equipment Grant or a Compound/3D Equipment Grant.

The intent of the equipment grant is to support long-term equipment usage for the program. Items requested should be for beginner-intermediate level archers, target bales, target stands, etc. Please do not request high-performance equipment that would benefit individual archers.

Timeline for Use of the Funds:

Please provide a detailed explanation of why the program is requesting individual equipment items, and how it will help the program to reach its competitive goals (developing competitive archers, club's ability to compete in events etc.)





**Appendix D  
Instructor and Coach Certification**

The intent of this grant is to support and grow coach development within the program. Grant dollars may be used for the following:

- Level 2 Instructor Certification Online Course Registration Fee
- Level 3 Coach Certification Online Course Registration Fee

Explanation of why the club is requesting instructor and coach certification/development dollars:

Timeline for use of the grant funds. Please include the date by which the online course will be completed, date the practical course will be completed and who the Instructor Trainer will be for each course being requested:

Please provide a detailed list of what is being requested

<b>Course Name</b>	<b>Name of Person Attending:</b>