

USA Archery Collegiate Archery Program Grant Guidelines

Through contributions from the Easton Foundations, USA Archery provides grants to USA Archery Collegiate Archery Programs. Teams can request funds 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.

The grant is administered by USA Archery 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) on finances, program goals and accomplishments.

Requirements:

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

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

Financial Information

Easton Foundations Blue Tier Equipment Kit

If applying for an Easton Foundations Blue 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.*

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 **March 28, 2025**. Applications submitted after the deadline will not be considered.

Grant Submission: Grant applications must be submitted electronically to: 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.

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: _____

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 acceptance form to Easton Foundations within two weeks of receiving the grant. If the letter is not returned, I understand my grant acceptance 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: _____

Name: _____ Level: _____

Name: _____ Level: _____

Name: _____ 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 2025:

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)

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

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

Amount Requested: _____

Please complete Appendix B

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

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

Amount Requested: _____

Please complete Appendix C

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

Complete this form if requesting a Blue Tier Equipment Kit and/or program is applying as a 501(c)(3)

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 (MUST BE THE SCHOOL SHIPPING ADDRESS. NO DROP SHIPMENTS TO NON-SCHOOL ADDRESS)		
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 C
Travel Grant**

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

Explanation of why the program is requesting travel dollars:

Timeline for use of the grant funds:

The Travel Grant should not be the sole means by which a program supports sending archers and coaches to events. Please explain other sources of revenue the program has to support travel, if the program is able to match the grant funds received, and what the long-term plan of the program is to support team travel:

Please provide a detailed list with a breakdown of each item that will be purchased with the grant money to include: Item, Vendor, Quantity, and Cost (Example: hotel rooms, hotel name, number of rooms etc.):

Item(s):	Vendor:	Quantity:	Unit Price:	Total Price:

**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

Course Name	Name of Person Attending: