



## USA Archery Collegiate Archery Program Grant Guidelines

Through contributions from the Easton Sports Development Foundation, 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. **Sport 80 Program Membership status must 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

### **Financial Information**

If applying for an Easton Foundations blue tier equipment grant, applicant must be a 501(c)(3) nonprofit organization or Government Entity.

If applying for a red tier equipment grant, 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

#### **USA Archery**

210 Cycling Point, Suite 130

Colorado Springs, CO 80919

USA

t/ 719 866 4576

f/ 719 632 4733

[www.usarchery.org](http://www.usarchery.org)



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 W-9 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:**

Grants applications must be submitted by March 21, 2020. Applications submitted after the Deadline will be not considered.

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

### **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

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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.