



## THE NATIONAL CHARITABLE FOUNDATION OF THE USTA

### Grant Eligibility

To qualify for a USTA Serves Grant, your organization must:

1. Provide tennis programs for underserved youth, ages 5-18, with an educational\* component OR
2. Provide tennis programs for people with disabilities (all ages) with a life skills component for Adaptive Tennis programs AND
3. Be a USTA Organization Member ([Click here](#) to join)
4. Be a tax-exempt 501(c)(3) not-for-profit organization
5. All applications must be submitted online

\*Educational components may be defined as:

- Promote academic achievement through homework assistance, tutoring, reading clubs and computer literacy
- Participate in peer and professional mentoring programs
- Learn about and practice healthy nutrition and physical fitness
- Improve life skills that focus on character and social development
- Offer college preparatory sessions

### Application Deadlines

- The following are the 2013 grant application deadlines:

	Deadline	Notification
Round 1	March 22 at 5 p.m. EST	mid-May
Round 2	October 18 at 5 p.m. EST	mid-December

### Grant Writing Resources

The following links provide basic information and tips on grant proposal writing:

#### A Proposal Writing Short Course

Published by The Foundation Center, this site offers excellent tips and strategies for grant writing.

Access: <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

#### Proposal Writing Tips

Written by the University of Wisconsin, Oshkosh, Office of Grants, this document offers useful information in getting started and developing the proposal concept.

Access: <http://www.uwosh.edu/grants/support/writing-the-proposal/tips-for-developing-a-winning-proposal>

### What We Don't Fund

USTA Serves does not fund:

1. Administrative staff salaries
2. Capital projects
3. Building or resurfacing of courts

# Grant Application Requirements

*Applications will only be accepted online.*

Be prepared to submit online the following information:

1. **Contact Information:** For the organization, Executive Director and the person responsible for the Grant.
2. **Proposal Narrative:** The narrative should be no longer than 5 pages in length and must include:
  - a) **Project Detail:** A statement of need and an explanation of how the program's needs coincide with the philanthropic goals of USTA Serves. Identify other agencies that will be involved as collaborator.
  - b) **Evaluation:** What evaluation tools are being used to measure the program's success? Explain your specific goals for the program and how they will be objectively monitored and measured. Directly answer the following question: How will you know whether the program demonstrated success? How will the program and what is learned from it enhance your organization's ability to "build lives through tennis and education" after the grant period?
3. **Program Sustainability:** Provide a reasonable plan for the financial sustainability of the program after the conclusion of funding from USTA Serves, such as indicating where additional support will likely be sought. If you have applied for funding from other sources, list these potential sources, amounts you are seeking and when you expect a decision to be made on these requests
4. **Financial Information:** As reported in the most recent audited financial statement or IRS Form 990, list the funding received from each of the entities listed below:
  - Government: federal, state, county
  - United Way/Community Fund
  - Corporate and/or foundation grants (not including sponsorships or fund raising events. Sponsorships are defined as support provided for table or ticket purchases, sports tournaments, auctions, etc...)
5. **Supporting Documentation:** Must include all of the following items:
  - Audited Financials/Form 990: Attach the latest Audited financial statement or IRS Form 990 for your organization. If you do not have either, please attach a letter from your tax advisor stating why.
  - IRS Determination Letter: Attach your Organization's IRS 501(c)(3) determination letter.
  - Board of Directors: Attach the latest Board of Directors list with a brief description of each member.
  - Project Budget: Detailed description of how the grant monies will be used.
  - Overall Organization Budget: Detailed description of your organization's overall annual budget.
  - A minimum of two letters of support (no more than 4) from school, city, state or federal elected officials and/or project collaborators.

For additional information about submitting a grant proposal, please email us at [foundation@usta.com](mailto:foundation@usta.com).

[http://www.ustaserves.com/grants\\_scholarships/grant\\_application\\_requirements/](http://www.ustaserves.com/grants_scholarships/grant_application_requirements/)