



USSSF GRANT REQUEST INSTRUCTIONS

MISSION STATEMENT:

The United States Synchronized Swimming Foundation exists to support grassroots development; educational opportunities for coaches, athletes and officials; and the development of synchronized swimming in the United States.

GENERAL GUIDELINES:

- Grant requests may be accepted only from Not-for-Profit organizations fostering the growth and promotion of synchronized swimming. A Form W-9 is required with the grant application. Equipment costs will not be considered in any grant request.
- Requests must be made using the online USSSF Grant Request Form. ***The Grant Request Form is on the US Synchronized Swimming Foundation website at www.synchrofoundation.org.***
- Requests must be received electronically by the USSSF Secretary between May 1st and July 31st to be eligible for consideration. Requests will be reviewed by Foundation Board of Trustees prior to the USAS Convention.
- Following the Board meeting, applicants will be informed of grant approval or denial within 30 days of the Trustee meeting.
- Payment of Grant funds is as follows:
 - 75% of Grant funds will be paid by November 30 (please specify in your grant application if you need a later payment date)
 - 15% of Grant funds will be paid upon receipt and review of an interim grant report. The interim report is due by March 1st, and payment should be issued within 30 days of receipt of the report.
 - 10% of Grant funds will be paid upon receipt and review of a final grant report. The final grant report due by August 31st, and payment should be issued within 30 days of receipt of the report.
- Reporting requirements for Grant Recipients:
 - All Organizations receiving grants must submit an Interim Report and Detailed Financial report to receive the second installment of 15%. This report is due no later than March 1st. If the project has been completed by March 1st, then an interim report is not required and 25% of funds will be paid on the final report.
 - All Organization receiving grants must submit a Final Narrative and Detailed Financial reports of the funded project, to receive the remaining 10% of the funds. A Final Report must be received no later than August 31 of the following year.
- Failure to submit a final report will affect your ability to submit a Grant Application for 5 yrs.
- Photos and testimonials will be requested to be used for publicity purposes for the Foundation. (Facebook, Social Media, Foundation reports, etc)
- All Grant submissions must be submitted online and contain complete contact information, including name, phone number and email address to be considered.

Grant Application Deadline – **No later than July 31**