

USMS Endowment Fund GRANT APPLICATION

This application may be reproduced if the format is followed precisely.

Name of Organization _____

_____ Date

Street _____

Telephone _____

City _____

State _____

Zip _____

General objectives of the Organization:

For office use only:

Date received _____

Assigned to sub-committee _____

Does your organization have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code?

Yes _____ No _____

Please explain the number of individuals served by the organization:

Amount requested: \$ _____ Total cost of proposed project: \$ _____

Date the funds from this grant would be needed: Date _____ Amount \$ _____

How long has the organization been functioning? _____

How long has the program for which you request funds been in existence? _____

Is this grant to supplement an established program? Yes _____ No _____

of full-time paid employees: _____ # of full-time paid employees: _____

Will this grant involve additional employees? Yes _____ No _____ How many? _____

Is the organization directly affiliated with United States Masters Swimming?:

Yes _____ No _____

Project Description

Please answer the following questions using no more than two pages, single spaced, in twelve (12) point font, in the order listed. You are encouraged to be as specific as possible within the space allowed.

- Explain the project for which funds are requested and identify any not-for-profit partners with whom you will work to plan or implement the project;
- How did you become aware of, or identify the need for this project?
- How do you plan to evaluate the success of your project?
- What are your current thoughts on how this project might be sustained (if appropriate)?
- If USMS Endowment Fund does not approve your request for funds, what alternative plan would you probably follow:
- Is there anything else you would like for us to know about this project?

Attachments and Submission Instructions:

Submit One (1) master copy of your proposal including items 1-9 **in the order listed**.

Please submit fourteen (14) copies of items 1-6. Write or type the corresponding number in the upper right hand corner of each document. Faxed or electronically-mailed copies will not be accepted. **Proposals need only be bound by staple or binder clips.** If you would like to include supplemental information or attachments (number 9 from the list below) for review by the program officer, please feel free to include one copy of each attachment. Be advised that only items 1-6 will be seen by the Distributions Committee.

1. USMS Endowment Fund Proposal Cover Form (pages 1 and 2 of this package).
2. Project Description (should not exceed 2 pages, single spaced).
3. Detailed budget for the proposed project justifying the amount requested.
4. List of members of your governing body.
5. Most recent financial audit.
6. The organization's current year budget.
7. Copy of 501(c)(3) tax exemption ruling from Internal Revenue Service.
8. Prior income and expense statements for the project (except new projects).
9. Additional supporting documents (brochures, flyers, etc.)

Mail to: United States Masters Swimming Endowment Fund
655 N. Tamiami Trail
Sarasota, FL 34236