

# U.S. DIVING FOUNDATION

## GRANT GUIDELINES

U.S. Diving Foundation (FOUNDATION) grants are to be used to enhance diving in American society through the funding of activities that would otherwise not be possible. The FOUNDATION will act on each application that meets the requirements for submission according to the perceived impact. The applications will be reviewed, with special interest toward: availability of funding, significance, timeliness, credibility, cost-effectiveness, and compliance with guidelines.

### ***Eligibility***

Only USA Diving registered members, clubs and organizations may submit grant applications. Every club diver and coach must be a registered member of USA Diving.

All divers and coaches affiliated with the applicant/club must be registered with USA Diving in order to be eligible to apply for a grant; and must remain members of USA Diving while they are affiliated with the applicant club and while the club maintains the use of any equipment purchased (in whole or party) using grant proceeds, or the club derives any other benefit from the grant. Any athlete or coach who regularly participates in the club's activities is considered 'affiliated' with the club. Clubs shall not use separate entities or other devices to avoid this requirement. This does not prohibit athletes and coaches from membership in other organizations simultaneously with membership in USA Diving. A letter certifying that all divers and coaches affiliated with the club are registered members of USA Diving must be included with the grant application

Grant applications will not be considered if submitted by grantees that have not met the reporting requirements.

Each application must stand alone, i.e., not be dependent upon the success of other applications.

### ***Duration of Grant***

The grant activity must be initiated between January 1 and December 31 of the grant year and completed within 12 months.

### ***Deadlines***

All applications must be received by **December 1** to be considered for funding in the following year. If a submission is received by November 15, the grant can be reviewed by Foundation staff for feedback. If a submission is received after November 15 and is not in compliance, then it will be rejected. Applications must be submitted electronically to the e-mail address below:

ATTN: Taylor Payne  
Administrative Assistant  
U. S. Diving Foundation, Inc.  
**TaylorDPayne@hotmail.com**

All received grant applications will be acknowledged via email. If you do not receive an email confirmation within 72 hours of submitting, please follow up with Taylor Payne via phone at 317-603-1441 to confirm receipt.

**NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE. ALSO, HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.**

### ***Fiscal Guidelines***

1. A separate, one-page detailed budget sheet that correctly corresponds with the chronology of activities must be submitted with the grant application.
2. The FOUNDATION encourages grant applications that are for \$20,000 or less and include funding from other sources. For applications using this approach, the budget must show the details of the other source(s) of funds. List the other source(s) of funds and separately itemize the details on the budget page. Submit a letter of confirmation from any additional funding sources.
3. Expenses incurred prior to the date of grant approval are not permissible.
4. The FOUNDATION discourages a grant application that includes financial compensation to individuals.
5. The FOUNDATION reserves the right to modify the application's budget level and allocations. The GRANT DIRECTOR has the right to decline the modified award.
6. Bids for equipment and for contracted services must come from a specific supplier on their letterhead with complete price details including installation.
7. FOUNDATION checks for approved applications will be sent to the GRANT DIRECTOR.
8. Funds awarded cannot be diverted to an activity different than that within the approved application.
9. If a GRANT DIRECTOR finds that they cannot pursue the project for which funds were granted, the FOUNDATION must be informed and the grant declined.
10. The FOUNDATION reserves the right to withhold payment(s) if the grant is not being pursued as proposed with reasonable progress.

### ***Administrative Guidelines***

A grant request must include:

1. A completed and signed FOUNDATION grant application form.

2. A completed and signed FOUNDATION Application Packet Checklist and all documents as referenced fully complete and executed.
3. If more than one application is submitted by the same GRANT DIRECTOR, each application must be ranked in order of priority.
4. A narrative description of purpose, need and justification for the grant application. The narrative must be no more than three-pages, double-spaced.
5. A one-page budget as described under the fiscal guidelines.
6. All bids as described under fiscal guidelines.
7. All equipment-related grant requests must include a letter from the facility's management (on official stationery) with these guarantees:
  - a. Facility meets standards recommended by USA Diving.
  - b. Facility will agree to accept and install the equipment purchased through the grant.
  - c. Facility will allow the grant recipient(s) continued use of the facility.
  - d. Facility will allow other USA Diving clubs and members use of the facility under terms and conditions consistent with the rules and policies of the facility.
8. Endorsement of outside authorities and copies of approvals of regulatory agencies, if needed, should be appended to the application.
9. The FOUNDATION requires that the GRANT DIRECTOR make a detailed final report and accounting, including an assessment of the project's impact, within 60 days after the project period is concluded. Any and all unused or unspent funds shall be returned to the FOUNDATION as part of the final report.
11. A written status report is required on or before Nov. 1 of the grant year, for grantees who have not yet submitted final reports. New applications will not be considered if submitted by grantees who have not met the reporting requirements.
12. The grantee shall acknowledge the FOUNDATION in any and all products made possible by the grant.
13. Rejected applications shall not be re-submitted.

### ***Narrative***

In preparing the narrative, use the following outline to capture the significance, timeliness, credibility, and justification of the proposed activity.

1. Problem: What is the essential unmet need of diving that led to the preparation of this application?
2. Objective(s): Identify the goal(s) of the grant request.

3. Plan of Action:
  - a. What are the specific activities that if funded as requested would resolve or impact effectively on this problem?
  - b. Time-Frame: When would this be started and completed?
  
4. Justification:
  - a. What makes this particular application especially significant and timely?
  - b. Explain why other resources cannot support this activity?

U.S. Diving Foundation, PO Box 4352, Carmel, IN 46082  
United States Diving Foundation, Inc. is described by IRS sections 501 (c) (3) and 509 (a) (1)