



Virginia Swimming



Virginia Swimming 2014 Learn-to-Swim Programs *Request for Proposals*

Virginia Swimming Incorporated (VSI) will invest in state-wide* grants for learn-to-swim and water safety programs geared towards young people who otherwise would not have the opportunity to participate in such programs. *Make a Splash* Local Partner Programs and USA Swimming registered VSI swim teams are eligible to apply for grant funding. Please complete the following application form.

Grants will be reviewed twice per year. Grants received by March 15th will receive notification of the committee's decision by April 15th while those received by August 15th will be notified by September 15th. All applications should be emailed as a PDF document to: generalchair@virginiawswimming.org

Name of Make a Splash Local Partner/ Swim Team:

Name of Contact:

Email Address of Primary Contact:

Address:

City/State/Zip of Organization:

Day Phone #:

Name of person filling out this application:

E-mail of person filling out application:

* State-wide refers to all counties outside of Arlington and Fairfax counties, and the cities of Alexandria, Fairfax and Falls Church.



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Learn to Swim Goals

The mission of Virginia Swimming's Learn-to-Swim program is to raise awareness of the need and to provide the motivation, systems, and tools to waterproof our community so that all children have basic swimming skills and are safe around the water. Virginia Swimming solicits grants from USA Swimming *Make a Splash* Local Partners and USA Swimming registered VSI swim teams in Virginia that further this mission and establish "bridge programs" to transition children into competitive USA Swimming programs. Grants range from \$500-\$5,000 and 100% of funds must be used to support Water Safety Instructors, lifeguards, pool time, and/or transportation. Virginia Swimming does not discriminate in offering access to its services or funds on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, or sexual orientation.

Virginia Swimming seeks innovative proposals that further its mission. Proposals with alternative and creative sources of funding as well as matching grants are looked upon favorably. Virginia Swimming hopes that swimmers will be able to swim 15 yards on their front and back and achieve proficiency through American Red Cross Level 3 skills by the completion of the program. Please direct any questions about this process to grhair919@aol.com

Step 1: Letter of Inquiry

Letters of Inquiry (LOIs) are initially reviewed by the Grant Committee staff. If program is deemed to be acceptable by this committee, a full proposal will be solicited. Following a careful review and possible site visits, the Grant Committee advances proposals semi-annually to the Board of Directors for a decision.

SUBMIT A LETTER OF INQUIRY

In no more than 1 typewritten page please tell us the following:

- Description of the goals and objectives for the proposed project or program and services. Include the number of individuals to be served and frequency of service.
- Plans for measuring when and if the project or program has succeeded.
- Is your program scalable? (ie. how does your program provide a programmatic proof of concept that can be transferred to other similar situations in other locations within Virginia?)

LOIs should be emailed grhair919@aol.com

Virginia Swimming's Response: Virginia Swimming will send an acknowledgment that the letter of inquiry was received. LOIs will be reviewed quickly and programs under further consideration will be asked to submit a full proposal to the Grants Committee.



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Step 2: Full Application

Full application should include:

- A proposal narrative of no more than three pages.

It should include a clear description of the project or program, information as to how it will be supported in the future, the ways in which the project's success will be defined and measured, and the qualifications of the project personnel. It should address any questions from the Grants Committee in response to the letter of inquiry (LOI) if applicable.

- If organizing a learn-to-swim or water safety program, please include:

- Number of swimmers to be trained.
- Brief description of the organization: history, objectives, current programs, and the geographical area and demographic groups it serves.
- Program's start and end dates and times.
- Cost per swimmer, total cost.
- Number and frequency of lessons.
- Basic lesson format (Red Cross, YMCA, etc).
- USA Swimming *Make a Splash* status.
- Detailed Project Budget.
- A list of names of program managers and staff.
- A plan to bridge learn-to-swim programs with USA and Virginia Swimming.

- We are looking for creative methods of funding for your project, as well as alternative forms of funding, and programs.
- Full Applications should be emailed to grhair919@aol.com

Step 3: Notification

Notification of grant status will occur on a rolling basis through email.

Potential Results:

- Proposal Funded in full
- Proposal Funded in part
- More information/ Interview required
- Proposal deferred
- Currently unable to fund project



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Step 4: Reporting

After receipt of the grant, Virginia Swimming expects to receive regular updates regarding the completion of your project. As a part of this reporting you must submit a brief pre-program report, mid-program report, and post-program report. These reports must be submitted to grhair919@aol.com by the deadlines posted.

1. Pre-program Report (1 week before program begins)
 - a. Scheduled start date and times.
 - b. Number of individuals enrolled.
 - c. Number of scholarship individuals enrolled.
 - d. Number of Instructors hired/volunteering.
 - d. Deviations from initial grant proposal.

2. Mid-program Report (Half-way through program)
 - a. How many people have been successfully trained (i.e. can now swim 15 yards on their front and back)?
 - b. What progress have you made?
 - c. What problems have you encountered?
 - d. Are remedial lessons necessary for swimmers who have not reached the standard?
 - e. Deviations from initial grant proposal.

3. Post-program Report (within 1 week of completion of the program)
 - a. Reflect on your goals from the initial grant submission:
 - i. Did you meet all your goals?
 - ii. What goals, if any, were not met?
 - iii. What could be done in the future to address any setbacks or challenges?
 - b. What did you accomplish?
 - c. How could this be done more efficiently in the future?
 - d. Are you interested in applying for a grant in the future?
 - i. If so, briefly describe the program and time frame.
 - ii. Follow protocol from the Letter of Inquiry step.