

## **Club Development Grant Program (Approved January 3, 2016)**

### **Purpose of Program:**

To provide financial support to a Virginia Swimming (VS) club to assist the club in growing its athlete membership.

### **General Information:**

A VS club that has a project intended to help increase its number of registered athletes can apply for funding support from the Club Development Grant Program. The funding support will be in the form of a direct grant.

### **Application and Review Procedure:**

1. The Grant Program Awards Committee consists of members appointed by the General Chair and approved by the Board of Directors. The Finance Committee will assist the General Chair in the selection of the appointees.
2. A club submits an application for funding to the Grant Program Awards Committee. The application should include the following:
  - a) a description of the project and the manner by which the project will enable the club to increase its athlete membership;
  - b) an explanation of why funding is needed from an outside source;
  - c) the amount of funding requested;
  - d) the target completion date for the project.
3. The Grant Program Awards Committee reviews the application within 30 days of receipt and requests any additional information that is needed from the club. Applications will be reviewed in the order received.
4. Upon receipt of all application information, the Committee makes a determination within 30 days about the request and notifies the club of one of the following:
  - a) the Committee recommends approval of the request by the Executive Committee  
or
  - b) the Committee is not forwarding the request to the Executive Committee.
5. The Executive Committee makes a determination about awarding the request within 30 days.
6. A recipient of a grant must submit a status report to VS every three months and, at the completion of the project, a summary report indicating the number of new athletes added by the club as a result of the project.