



Board of Directors Association Grants

revised 3 October, 2024

To better serve specific goals of associations, the USATF Board of Directors and Associations Committee created the Association Grants Program several years ago to assist associations to build membership and enhance existing service to membership. Grants applications are accepted from September to November of each year then reviewed with up to \$2000.00 awarded to successful associations. Associations must utilize and document expenditures within the calendar year in order to be reimbursed for their grant project.

2025 Grant Cycle Timeline:

October 4, 2024 – 2025 Grant application opens on the Assoc Resource Center

November 3, 2024 at 11:59pmEST 2025 Grant Submission deadline

December 2, 2024 - Successful Associations notified

December 5-8, 2024 - Successful Associations meet with Grant Coordinator Patti Petesch to review expectations and timeline at annual meeting

October 19, 2025 at 11:59pmEST - 2025 Grant receipts and final report submission deadline

Directions for Grant Application:

1. Determine the category of grant for which you are eligible - The 2025 Grants Program will accept applications from two categories of Associations. These categories are as follows:

CATEGORY 1 – Any Association that was deficient in one or more of the following categories of Regulation 7(E) – the Association Accreditation Program: Membership, Organizational Membership, Certified Officials, Championships and Communications.

Associations are encouraged to submit program proposals intended to improve their level of service in a specific area of deficiency. For example, if your Association failed to meet the minimum standard for number of certified officials you are encouraged to submit a grant application for a program that is designed to market and promote your Officials Certification program.

Note: If your Association fell into this category (Category 1) your grant proposal will not be accepted if it is for improving an area of proficiency (e.g., if your Association met the minimum standard for number of members but was deficient in other categories your grant proposal cannot be aimed at increasing the number of members). Again, the purpose of the grant is to improve any area of deficiency as determined by the Regulation 7(E) standards listed above.

CATEGORY 2 – Any Association that, in 2022-4, met the minimum standards in the categories listed above. Associations in this category are encouraged to submit grant proposals that will help your Association elevate its level of service to its current members and/or attract new members.

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2. Formulate your proposal - an idea, a project, a purchase. Ideas can be for track & field, long distance running, cross country and/or race walking, and for any age! We recommend that you involve others in the development of the concept, both for the sense of ownership that it instills within your Association and that your proposal has a better chance of being complete. You can combine with your 'Grow to Impact' grant monies as well, through a separate application/reporting process.
 3. Draft your proposal - Using this application, put your proposal down in writing. Then share it with others, both in and outside your Association. Refine the proposal as necessary before bringing it to your Association for approval.
 4. Upload your proposal with details to the Wufoo submission site on the ARC website - Please have all your details ready to be uploaded as you must complete the submission in one sitting as the site cannot save and allow you to go back.
 5. Approval – This application needs to be approved by your Association at a meeting of the directors or governors. Once approved it can be submitted online.
 6. Submit – submit your 2025 grant application online by the deadline – November 3, 2024
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Selection Criteria

The proposal will be reviewed against all of the other applications by the USATF Board of Directors, Committee. Some of the criteria that will be used in the review process will be:

- a. Does the proposal fall within the mission of USA Track & Field?
- b. Does the proposal match the need (or Regulation 7(E) deficiency) of the Association?
- c. Would the proposal's action result in the generation of additional income or create a savings over current expenses for the Association?
- d. Does the proposal's intended result fill a need the Association is unlikely to meet using its own resources?
- e. Does the proposal stand alone, or does it require additional (annual or periodic) infusions of cash to continue?
- f. Will this grant allow you to create additional value in the Association that will last beyond 2024-25? For example, are you requesting start-up money for a project that will be continued without that money in 2025 and beyond?

Grant application with documents submission form (*Closes Sunday, November 3 at 11:59pmEST*):
<https://usatf.wufoo.com/forms/zo606630cb26h6/>

Contact Grant Coordinator Patti Petesch with questions at USATFassociationgrants@gmail.com, 206.678-9647 or Association Committee BoD Committee Chair Vin Lananna: vincentlananna@gmail.com

(as of 3 October, 2024)