

## Grant Guidelines – Organizations

Thank you for your interest in the Southern California Tennis Association Foundation. We strive to make the grant application process clear and simple. Below you'll find instructions for submitting an application to receive a scholarship. All applications are only accepted on-line.

If you have questions about whether you qualify, or issues with submitting on-line, please contact our Executive Director, Linda Milan at [lmilan@sctafoundation.org](mailto:lmilan@sctafoundation.org).

### Application acceptance process

Proposals are accepted in one of two ways: 1) We reach out directly to organizations we would like to fund and ask them to submit an application, and 2) Organizations can review our funding guidelines and requirements, and then submit an application once they feel they qualify.

### What we fund

- Grants that align with our funding priorities
- Programs, projects, events, leagues, equipment
- Operations, staffing, capacity building, sustainability, and capital development
- Grassroots organizations, startups, innovative ideas
- Challenge and matching grants

### Funding priorities

Grants to increase the popularity of tennis in southern California based on the tenants of our mission:

- Advance the enjoyment, awareness, and participation of tennis
- Make a positive impact on lives of people of all ages, ability, ethnicity, and economic background
- Serve minority populations, seniors, veterans, and people with disabilities
- Make a positive impact on communities

### What we do not fund

- Foreign organizations
- Grants for religious purposes, research, endowments
- Organizations providing pass-through funds to an ineligible organization
- Political campaigns or activities
- Organizations that discriminate on the basis of race, color, creed, sex, religion, age, disability, sexual orientation, marital status, or national origin

### Size

The limit for a first-time grant is \$15,000. We typically will not fund more than 10 percent of an organization's operating budget. Exceptions may be made depending on the use of funds on a case by case basis..

### Geographic region

Grants are made to organizations that operate in the Southern California Section of the USTA.

## Requirements

Below is a list of requests that applicants will need to provide for fulfill. However, if you're asking for funding for an event or you're a grassroots organization, you may not need to supply all these requirements. If you have questions about which requirements apply to you, please contact our grants manager.

- Grant application.
- Organizations must be tax-exempt under section 501(c)(3) of the IRS code.
- Copy of your 501(c)(3) Determination Letter issued by the IRS.
- Copy of your most recent IRS Form 990.
- Statement of agreement with fiscal agent (if applicable).
- List of your governing board members.
- Organizational budget for current year.
- Line-item budget for the project/program/event.
- Current financial statements (statement of activities, statement of financial position).
- Annual report (If one exists. If it's posted online, provide link).
- At the end of the grant cycle, recipients are required to write a brief report outlining how the grant helped them achieve the goals outlined in their application.

## How to apply

After reading our guidelines and requirements, if you feel you qualify for a grant, you can submit an application online at: [SCTA Foundation Grants](#)

## What happens after you apply?

1. *Notification.* Once you've completed your online application, you can expect to hear from us within 30 days.
2. *Connect.* Every applicant that qualifies for funding is contacted for an in-person or telephone meeting in order to deepen our understanding of the proposed work and the applying organization.
3. *Onsite visit.* If the applicant moves through the initial grant evaluation stage, a Foundation staff or board member may conduct an onsite visit to meet key staff and see the organization's operations and programming in action.
4. *Decision.* After the onsite visit, the Foundation's grant committee and its board of directors will notify applicants as to their funding decision. Applicants typically receive a funding decision in the quarter that follows submittal, often sooner.

## Grantmaking Calendar

Submissions can be made anytime throughout the year. However, submissions not received by the first day of the last month of each quarter (March 1, June 1, September 1, December 1) may not receive a decision until the *following* quarter. All funding decisions are made the last week of each quarter: March, June, September, and December.

## Eligibility for reapply

Grant recipients are eligible to reapply nine (9) months after they've received their funding and only after they've submitted their final report.