

2010 UNITED STATES DIVING FOUNDATION GUIDELINES AND OPERATING PROCEDURES

The purpose of the United States Diving Foundation (“FOUNDATION”) is to receive and disburse funds for the support of activities that advance U.S. participation in the sport of Diving. The main purpose of the FOUNDATION’S board of trustees (“BOARD”) is to review and act on all proposals properly submitted to the FOUNDATION. By applying to the FOUNDATION the individual or organization (“SPONSOR”) is attesting that the proposal has credibility and that the SPONSOR shall comply with all relevant policies and procedures as stated in these Guidelines.

Eligibility

USA Diving, member organizations, and committees other than the Grant Review Committee, may sponsor proposals. Clubs, Local Diving Associations and USA Diving committees may all sponsor programs without being directly involved. Proposals submitted by clubs must include a letter of endorsement from an elected officer of the club’s Local Diving Association. Individuals may apply if submitted through and officially sponsored by a USA Diving member organization or committee. All proposals must be approved by USA Diving, the sole member of the FOUNDATION. If more than one proposal is submitted by the same organization, each proposal must be ranked in order of priority.

Duration of Grant

Each proposal must be represented as an activity that has a beginning and end point within a 12-month period. The proposed activity must be initiated between Jan. 1 and Dec. 31, 2010. Equipment must be purchased and installed within the grant year.

Proposal Preparation/Deadlines

All proposals must be submitted in accordance with guidelines set forth by the FOUNDATION in order to be considered for funding. **ALL PROPOSALS MUST BE RECEIVED BY THE DEADLINE TO BE ELIGIBLE FOR FUNDING. NO FAXED OR LATE PROPOSALS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES. IN ADDITION, ALL PROPOSALS MUST BE TYPED (ON EITHER A TYPEWRITER OR WORD PROCESSOR). IF THE PROPOSAL IS NOT TYPED, IT WILL NOT BE CONSIDERED.** The deadline for minority proposals or scientific studies is **Sept. 1, 2009**. The deadline for all other proposals is **Oct. 1, 2009**. USA Diving will submit all proposals to the BOARD after a review by the USA Diving Grant Review Committee. Grant-making decisions by the BOARD will be made at a formal meeting, normally held in early December.

Scope

FOUNDATION grants are to be used to enhance the development of diving in American society through activities that the SPONSOR cannot otherwise provide. The BOARD will act on each proposal that meets the requirements for submission according to the proposal’s perceived impact on the needs of divers and/or the sport of diving and the amount of funds made available by the FOUNDATION for distribution. The BOARD will review the proposals, with special interest toward: the proposal’s significance, timeliness, credibility, cost-effectiveness, availability of other funding, and compliance with proposal guidelines.

Allocations

Applicants will be notified after the BOARD has met to take action on their proposal(s). Funds will be distributed to successful applicants on a quarterly basis unless otherwise justified or approved by the FOUNDATION. A report of reasonable progress must be received before the next payment will be issued.

Fiscal Guidelines

The FOUNDATION'S principal fiscal policies in the awarding of grants are as follows:

1. Approval of the proposal for funding does not oblige the FOUNDATION to continue funding the project in any subsequent year(s) beyond its initial request as approved by the BOARD.
2. Each proposal must stand alone, i.e., not be dependent upon the success of other proposals.
3. The grant is awarded and disbursed only to the SPONSOR. FOUNDATION checks for approved proposals will be sent to the person listed by the SPONSOR as chairman.
4. The BOARD reserves the right to adjust the proposal's budget level and allocations consistent with the Guidelines and Operating Procedures. The SPONSOR has the right to decline the modified award, but not to submit revised or supplemental proposal for the same year unless the BOARD approves a call for supplemental proposals. Budget modification, however, will be done only in the attempt to preserve the eligibility of the proposal for an award and cannot for practical reasons be subject to further negotiations.
5. Mid-stream changes within the approved activity and budget may be requested with justification.
6. Funds awarded to a SPONSOR cannot be diverted to an activity different than that within the approved proposal. If a SPONSOR finds that it cannot pursue the project for which it was granted funds, it must inform the FOUNDATION of that fact and decline the grant.
7. Reimbursement for expenses incurred prior to the date of grant approval is not permissible.
8. The FOUNDATION reserves the right, within established operating procedures, to withhold a payment if the activity that earned the award is not being pursued as proposed with reasonable progress.
9. The FOUNDATION requires that the SPONSOR 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. A written status report is required on or before Nov. 1, 2006, for grantees who have not yet submitted final reports. New applications will not be considered if submitted by grantees who have not met the report requirements.
10. The grantee shall acknowledge the FOUNDATION in any and all products made possible by the grant.

11. Indirect costs are not an acceptable line item within the budget. Indirect costs in this reference refer to overhead, salary for the principal investigator in research projects, honorariums, etc. The financial officer of the institution with which a principal investigator is affiliated must be informed that “USA Diving will not pay indirect costs.”

Administrative Guidelines

1. To be considered for funding a proposal must include:
 - a. The FOUNDATION Proposal Form (available on USA Diving’s web site at www.usadiving.org) for funding signed by the Chairman of SPONSOR and the Project Director. **THIS FORM IS AVAILABLE ON USA DIVING’S WEB SITE AT WWW.USADIVING.ORG (in Resources/Downloads section).**
 - b. A narrative description and justification as outlined in the Suggestions for Applicants. The narrative section must be no more than three pages, double-spaced with one-inch left margin.
 - c. A one-page detailed budget sheet that correctly corresponds with the chronology of activities within the three-page narrative; and follows the narrative.
 - d. Bids for equipment and/or contracted services. All bids must come from a specific supplier on their letterhead with complete price detail including installation.
 - e. Letter of endorsement, if applicable, from appropriate USA Diving Local Diving Association if grant is local in nature.
 - f. 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’s sponsor continued use of the facility.
 - (D) The sponsor and facility will agree to share the equipment with other USA Diving member groups.This letter should be submitted as an attachment to the grant proposal. All equipment requests received without this attachment will be returned to the applicant.
2. Endorsement of outside authorities and copies of approvals of regulatory agencies, if needed, should be appended to the proposal.
3. Action on the proposal is final as recommended by the BOARD.
4. Rejected proposals shall not be re-submitted unless affected by changes in these guidelines in a future grant period or unless modified to alleviate an expressed objection.
5. **The original proposal, plus nine (9) copies must be submitted to USA Diving as follows:** each sheet, including exhibits, must be numbered consecutively in the upper right corner of the page. **Faxed grant applications will not be accepted.** The original and all copies should be sent to:

USD Foundation Proposal
USA Diving
132 E. Washington St., Suite 850
Indianapolis, Indiana 46204

Types of Grant Requests

The BOARD functions under a philosophy of flexibility, preferring to permit the applicant to justify why its project will have special impact on divers and/or diving. As a result, the final recommendations may show that one applicant's type of project was funded while another applicant with a similar project was not. The following may help your judgment and supportive rationale in addressing certain types of proposed projects, but the key recommendation is to avoid combining several projects into a single proposal.

1. Perhaps the most difficult proposal to defend is an activity that is part of the organization's OPERATIONS. The BOARD will consider such proposals only when compelling circumstances are shown.
2. JOINT FINANCIAL SUPPORT that demonstrates commitment and need is a convenient way to convert operations to special projects and equipment grants. For proposals using this approach, the budget and rationale must show the base support from the SPONSOR and other sources of funds, and the basis for the balance need from the FOUNDATION to gain a higher degree of impact. Any project that is contingent on uncommitted funds beyond the FOUNDATION award, however, will not be considered by the BOARD.
3. Projects that are meant to continue beyond a 12-month funding period may be presented as SEED MONEY grant requests, i.e., if after the infusion of the FOUNDATION award the program is launched and evaluated as effective, the SPONSOR stipulates responsibility for its continuation.
4. A proposed activity that needs to be continued after the funding period, and for which SPONSOR responsibility for continuation cannot be stipulated, must be submitted as a CONTINUATION GRANT request with unusual justification. Typically, these will be research activities that are too costly for the grant funds and the SPONSOR'S sources of funds. In these cases, the applicant must describe the efforts that have been made to secure support elsewhere and must acknowledge that if the proposal is funded for one year, continued support by the FOUNDATION cannot be guaranteed. Submission for continuation of support for the following year will be subject to the progress made during the funded period and the amount of funds released by the FOUNDATION for allocation in the subsequent year(s). A continuation grant will face a tougher test of significance for support than any other type of proposal.
5. EQUIPMENT PURCHASES must be shown as having a unique purpose; if not, the BOARD will consider the request "ADMINISTRATIVE SUPPORT." If, for example, the purpose is to purchase prototype state-of-the-art athletic equipment for broader elite athlete use, the proposal must comment on the benefits of this equipment. It is the responsibility of the applicant to give the BOARD alternatives, if any. For example, in the purchase price, payment in full within the funding period, or spreading the payments over two or three years.

6. SCIENTIFIC STUDIES may be submitted. Information requested on the Proposal Form should be written for sports administrators, but the attached narrative and exhibits must be written for peers in the field. The following must be addressed in the narrative:

1. Purpose or rationale for the study.
2. Very brief review of past studies (include reference list).
3. Ethical or legal constraints, if any.
4. Subject group — describe.
5. Approval from an internal review board for use of human subjects, if necessary.
6. Methodology (type of research design and data analysis).
7. What do you hope to find and what are the implications for the sport of diving?

Note: Scientific studies will be sent from USA Diving to the USA Diving Sports Science Steering Committee for review and evaluation before submission to the Foundation.

Therefore, scientific study proposals are due into USA Diving by Sept. 1.

7. Proposals to assist athletes as persons (i.e., beyond athletic achievements) must have unusual justification of credibility, showing that the proposed attentions have a good probability of meeting their intended purposes.
8. If proposing support for a new program or research idea, the application should consider submitting it as a low cost request for a PILOT STUDY. Otherwise, the BOARD would have to see unusual evidence of credibility to support a proposal that launches a complex program into full operations within 12 months.
9. The BOARD may make “block grants” (lump sum payments) to USA Diving. The amount, terms and purposes of the block grant will be determined on an annual basis by negotiation between USA Diving and the BOARD. Block grants are not subject to review by USA Diving Grant Review Committee and are deemed sponsored by the USA Diving Finance Committee. The chairman shall be deemed to be the Treasurer of USA Diving. The BOARD requires that USA Diving submit a written detailed status report on or before December 1, 2009. Said report to be reviewed by the BOARD at its annual meeting. The BOARD in accordance with the other provisions of these guidelines may consider other grant requests submitted by USA Diving or sponsored by USA Diving in the event the BOARD makes a block grant to USA Diving.

Instructions for Applicants

The purpose of this document is to help applicants present meaningful, eligible proposals. The scope of eligible proposals is general enough to permit the significant problems of members of the diving community to be addressed. The principles to follow are (1) document the foreseen impact of the proposed special activity (2) read all technical requirements for eligibility and double check for compliance; (3) write a clear, concise proposal as you would for a new member of your organization who was made chairman of the budget committee.

1. Sponsor: List first the individual or organization responsible for the proposal, including name, address, telephone number(s) and federal ID or Social Security number.

2. Chairperson: The Chairperson to be listed is the person authorized to give signature to contracts on behalf of the SPONSOR. The weekend phone is sought but not required.
3. Project Director: The Project Director is the person responsible for the administration of the activity being proposed and for the submittal of the reports required by the FOUNDATION.
4. Project Title: Make the title as descriptive and concise as possible.
5. Funding Period: Insert the actual month in which this activity will begin and the actual month in which the last expense is expected to be incurred. Pilot projects or continuation proposals must indicate that a request for continued funding beyond this period will be submitted the following year.
6. Amount Requested: Based on the applicant's budget and cash-flow needs for the proposed activity, insert by quarter the amount requested from the FOUNDATION. The first quarter used must match the initial month listed under #5, and consecutive quarters must be shown, with \$0 inserted (instead of a blank) where no payment is to be made.
7. Project Director's Agreement: The person listed under #3 is assumed to be the author of the proposal, and his/her signature should be affixed and then sent to the Chairperson of SPONSOR for signature.
8. Chairman's Endorsement and Ranking: This signature must be of the same person listed in #2. If more than one proposal is submitted, the chairman must rank them in order of priority.
9. Sponsor's Signature: This signature is required if your proposal is sponsored by a club, LDA or USA Diving committee. The Sponsor's signature indicates that your project has been reviewed and is endorsed by the appropriate party.
10. SPONSOR: Identical to that given in #1.
11. Proposal Title: Identical to that given in #4.
12. Statement of Need or Problem and Impact on Sport: Within the space provided, state the need or problem facing the SPONSOR.
13. Proposed Solution and Impact on Need or Problem: Within the space provided, state the solution that will constructively impact the need or problem.
14. Proposed Flow of Activity of Solution: Within the space provided, state the flow of activity from outset to conclusion, and reflect on the credibility of the solution.
15. Project Budget Summary: The total amount requested must be identical to that given under #6 and the sum of all squares in the accompanying grid. This accompanying grid is merely a summary of what the applicant detailed within the attachments as the proposal's budget.
16. Further Justification: Within the space provided, this is the opportunity for the applicant to add information for the BOARD that is not found elsewhere on the Proposal Form, i.e., that

would further characterize the unique nature of this proposal and/or the source of financial support expected to keep a continuing activity continuing.

Attachments

It is mandatory that the applicant responds to items 1 through 16 of the Proposal Form within the respective spaces provided. It is also mandatory to include a narrative section of up to three pages in length (not including budget). Any submitted proposal that does not comply with these requirements will be returned without further review. In preparing the narrative section, please use the following outline to capture the significance, timeliness, credibility, and budget of the proposed activity. Except for scientific studies, style the narrative more as a conversation with an experienced sports administrator than as a technical document.

- A. Problem: What is the essential unmet need of diving that led to preparation of this proposal? Which and how many divers are affected?
- B. Objective(s): What are the specific activities that if funded as requested would resolve or impact effectively on this problem? How will you evaluate whether the objectives were met?
- C. Plan of Action: What are the specific major steps to be taken to achieve these objectives?
 - 1. Activity: What is to be done within this step? How?
 - 2. Key Staff: Who, whether they be employees, volunteers, or contracted parties will be instrumental in conducting this activity? What are their qualifications for these responsibilities?
 - 3. Time-Frame: When would this step be started and completed?
 - 4. Budget: On a separate exhibit page but following the outline of your proposed activities, show the total costs that must be incurred for the project as well as the costs that are to be covered by the FOUNDATION'S award. For example, if the total cost of the project is \$10,000, but you are only asking for \$5,000 from the Foundation as matching funds, state specifically what the Foundation's \$5,000 will be used for. Also indicate other sources of other funds being committed to this project, if any.
- D. Related Support: What other support, whether in-kind or monetary is being committed to this endeavor and by whom? If this is a seed money, continuation, or pilot study grant request, indicate here the nature of the organization's intentions and ability to support progress in the future.
- E. Justification: What makes this particular proposal especially significant and timely? Why cannot other resources support this activity?
- F. Future Significance: How does this proposed activity fit within the organization's total plans? How would successful completion of this activity affect future plans of the organization?

Final Comment

Proposals are submitted in good faith that if funded their purposes will be pursued and met as planned. However, circumstances can arise that would compromise the ability of the Project Director or SPONSOR to so pursue as planned even if funded. Further, between the time of submission and date of notification of action taken, SPONSOR may have found other means to pursue the objectives of the proposal. In either or any other instance in which FOUNDATION funds would be redundant or ineffectively used in support of a submitted proposal, it is expected that the Chairperson of SPONSOR will send a letter immediately to the FOUNDATION, which withdraws that proposal from consideration.