



College Club Swimming Grant Advisor Approval & Grant Agreement

Club Name: _____

University/Institution: _____

Primary Club Contact: _____

Advisor / Club Sports / Recreation Representative: _____

Representative Title: _____

Representative Email: _____

Grant Application Amount: \$ _____

Application/Grant Cycle: _____

Purpose of This Agreement

College Club Swimming (“CCS”) requires each club applying for a CCS grant to obtain approval from an authorized university representative. This representative may be the club’s faculty or staff advisor, Club Sports representative, Recreational Sports representative, or another university employee authorized to verify the club’s information and assist with the acceptance of external funding.

By signing below, the undersigned representative confirms the following to the best of their knowledge.

1. Verification of Application Information

I have reviewed, or have been provided sufficient information to reasonably verify, the club’s CCS grant application.

To the best of my knowledge, the information contained in the application, including information regarding the club, proposed use of funds, requested amount, and submitted budget, is accurate and complete.

I understand that CCS may contact me or another appropriate university representative if clarification or additional verification is needed.

2. Approval of Proposed Use of Funds

I acknowledge and approve the club's proposed use of grant funds as described in its application and submitted budget.

If the club receives a CCS grant, the club agrees to use the awarded funds for the approved budgeted purposes, subject to any modifications or conditions communicated by CCS in the award notice.

If circumstances require a material change to the proposed use of funds, the club will contact CCS before reallocating the funds and will obtain any approval required by CCS and the university.

3. University Policies and Eligibility to Receive Funds

To be eligible to receive a CCS grant award, the club must be in good financial standing with College Club Swimming and may not have any outstanding balances or amounts due to CCS at the time of award. This includes, but is not limited to, outstanding club registration fees.

If payment by check is required for club registration or any other outstanding balance, the check must be mailed to CCS by the applicable payment deadline and in accordance with the provided payment instructions. CCS reserves the right to withhold distribution of grant funds until all outstanding balances have been received and processed.

I understand that each university may have its own requirements governing the receipt, deposit, administration, or expenditure of external grants, awards, gifts, or other funds.

The club and its university representative are responsible for determining and following all applicable university policies and procedures related to receiving and using a CCS grant.

CCS strongly recommends that applicants consult with their university's Club Sports, Recreational Sports, student organization, finance, procurement, advancement, or other appropriate office before grant awards are announced to determine:

- whether the club is permitted to accept external funding;

- which university entity or account should receive the funds;
- whether university approval is required;
- what tax, banking, vendor, or payment documentation will be required; and
- whether any additional processing time or institutional restrictions may apply.

Submission of an application does not override any university policy or guarantee that a university will permit the club to receive or use an award.

4. Award Notification and Required Documentation

CCS anticipates notifying grant recipients of award decisions by **November 30**.

If the club receives an award, the club and/or appropriate university representative agrees to respond to CCS **within one (1) week of the award notification** with the information and documentation reasonably necessary for CCS to process payment.

Depending on the receiving entity and payment method, requested documentation may include, but is not limited to:

- a completed and signed IRS Form W-9;
- electronic funds transfer (EFT), ACH, or direct-deposit forms;
- institutional payment instructions;
- confirmation of the legal entity to which payment should be made; and
- any other documentation reasonably required to process the award.

CCS will communicate the specific documentation required with the award notification.

5. Delays or Additional Processing Requirements

If the club or university cannot provide the requested information within one week, the club or university representative agrees to notify CCS as soon as reasonably possible.

The notification should identify, when known:

- the reason additional time is required;
- any university approval or administrative process that is pending;
- the anticipated timeline for completion; and
- an appropriate contact person for follow-up.

The club agrees to provide reasonable updates regarding its progress until the required documentation is complete.

CCS understands that university administrative processes may require additional time and will make reasonable efforts to accommodate communicated institutional requirements. Failure to respond or provide updates for an extended period may affect CCS's ability to distribute the award.

6. Use and Administration of Awarded Funds

If funding is awarded and accepted, the club agrees that:

- Grant funds will be used only for the purposes approved by CCS and permitted by the university.
- Grant funds will be managed in accordance with applicable university financial policies.
- The club will maintain appropriate records of grant-related expenditures.
- The club will provide reasonable documentation regarding the use of grant funds if requested by CCS.
- The club will promptly notify CCS if it becomes unable to use the funds for their approved purpose.
- Any unused, improperly used, or otherwise unexpended funds will be addressed in accordance with CCS instructions and applicable university policy.

7. Changes in Circumstances

The club or university representative will notify CCS of any significant change that may affect the grant application or award, including changes to:

- the club's recognition or active status with the university;
- the proposed project, event, purchase, or activity;
- the approved budget;
- the university entity or account receiving the funds; or
- the club's ability to complete the activities described in its application.

CCS may request additional information or approve reasonable modifications when circumstances change.

8. No Guarantee of Funding

Submission or approval of this form does not guarantee that a club will receive grant funding or the full amount requested. Grant decisions and award amounts are determined by the CCS Advisory Board's review process and available funding.

Advisor / University Representative Certification

By signing below, I certify that:

- I am authorized or appropriately positioned to provide this approval on behalf of or in connection with the above-named club;
- To the best of my knowledge, the information provided in the club's grant application is accurate;
- I am aware of and approve the club's proposed use of the requested funds;
- I understand that, if awarded, the funds are expected to be used for the approved budgeted purposes;
- I understand that the club and university are responsible for complying with applicable university requirements for receiving and administering external funds; and
- I acknowledge the communication and documentation expectations described in this agreement.

Advisor / University Representative Name:

Title:

University/Institution:

Email:

Phone (optional):

Signature:

Date:

Club Admin Acknowledgment

By signing below, I confirm that I have reviewed this agreement, understand the club's responsibilities if a CCS grant is awarded, and agree to communicate promptly with CCS and my university regarding the receipt and use of any awarded funds.

Club Admin Name:

Club Position/Title:

Email:

Signature:

Date:

CCS Contact

If you have any questions regarding the application, please email collegeclub@usmastersswimming.org.