# Sample Relief Fund Grant Application for Clubs

U.S. Masters Swimming has worked with its Board of Directors, LMSCs, clubs, and national office staff to develop a [framework](https://www.usms.org/volunteer-central/guide-to-local-operations/covid-19-volunteer-information/usms-covid-19-relief-program-for-club-framework) that may provide USMS clubs and workout groups with grant money to help resume operations as quickly as appropriate in their area, based on local, state and federal guidelines. The money will be available from two sources: LMSC grant funding and USMS matching grants.

LMSCs will determine if they need to offer grant funding and USMS will provide matching grants, [based on certain criteria](https://www.usms.org/volunteer-central/guide-to-local-operations/covid-19-volunteer-information/usms-covid-19-relief-program-for-club-framework), to those LMSCs that offer it. These funds are to support clubs with financial needs to restart Masters programming. Funds provided under this program are meant to help clubs get restarted but it is recognized they are unlikely to meet all needs. Clubs with greater needs should look to their members and local communities for additional assistance.

We have put together a sample grant application for clubs, that includes contact information, written statements, documentation, and [a completed W-9 form](https://www.usms.org/-/media/USMS/PDFs/Volunteer%20Central/COVID-19/Blank%20W-9%202020). Grant applications should be submitted directly to your LMSC board on or before December 1, 2020.

### Club or workout group:

* Name:
* Address:
* City/state/zip:
* LMSC:
* Number of USMS registered members on May 31, 2020:
* Type of business entity:
* Federal Tax ID #:
* Does your club have [Gold Club designation](https://www.usms.org/club-central/gold-club-designation):

### Club Contact

* Name:
* Email Address:
* Phone number:

### Person completing this application

* Name:
* Email:
* Phone number:

### Provide written statements and documentation for the following:

* A description of the financial hardship your program has endured due to the COVID-19 pandemic or are planning to endure based on social distancing guidelines. Examples below:
	+ A shortfall in reserves and cash flow due to loss of revenue for recurring monthly expenses including coaches pay and administrative expenses. Need additional lane space to accommodate swimmers due to social distancing guidelines.
	+ Need to rent space at an alternative facility due to longer-term closure of current pool (e.g. many high school and college facilities are closed until at least the fall).
	+ Need funds to cover additional hours for coaches to be on deck due to social distancing guidelines.
	+ Need funds to cover costs associated with requisite facility lifeguards due to social distancing guidelines.
	+ Need funding to cover additional insurance requirements required by the facility.
* What specific dollar amount do you need to restart your program, when guidelines permit and how will the funds be spent?
	+ When do you anticipate restarting your program?

### Provide a [completed W-9 form](https://www.usms.org/-/media/USMS/PDFs/Volunteer%20Central/COVID-19/Blank%20W-9%202020) for your program.