

## **Fundraising Overview**

**USPA Fundraising Guidelines:** All I/I Programs may apply for up to \$2,000 worth of fundraising grants. Fundraising grants are broken up into a two-tier system. Fundraising support is awarded on a rolling basis. Once all funds have been dispersed there will not be any funds available until the following fiscal year.

### **Tier 1 Fundraising Grant (Up to \$2000)**

I/I teams applying for Tier 1 fundraising support must notify the Funding & Awards Committee of their intent to submit a Tier 1 funding request at least 5 months prior to the start of their fundraiser. In coordination with staff, a fundraising proposal must be submitted to the committee a minimum of 4 months before the proposed fundraiser. Anything received with less than a 4-month notice will be considered a Tier 2 request. Teams applying for Tier 1 support may apply for up to \$2,000 in funding.

To qualify for a Tier 1 request teams must plan on a ROI of 2.5 times their funding ask, not including USPA fundraising support received. The Funding & Awards Committee along with I/I staff will work with clubs to maximize their return while mentoring the teams throughout the process.

To apply a club can submit a plan or reach out to discuss their fundraiser to USPA staff. Once the staff has reviewed the request, they will meet with the club to discuss their overarching goals and initial plan. Once the initial meeting has been held the club will need to submit a fundraising proposal and present it to the Funding & Awards committee for approval.

The committee is there to offer ideas and feedback on the fundraiser. After the initial meeting the team is expected to stay in touch with their assigned USPA staff member and touch base on a monthly basis to discuss progress. The committee will give input on expenses, revenue pricing, contracts, and any other items the club is including.

### **Tier 2 Fundraising Grant (Up to \$1000)**

I/I teams applying for a Tier 2 Fundraising grant are required to submit a proposal 6 weeks before the start of the planned fundraiser. Anything received with less than 6 weeks' notice will not be considered for support. Teams applying for Tier 2 support may apply for up to \$1,000 in funding.

To qualify for a Tier 2 request teams must plan on a ROI of 3 times the support ask, not including USPA fundraising support received. The Funding & Awards Committee along with I/I staff will work with clubs to maximize their return.

## **RESPONSIBILITIES**

Team: Each team is in charge of reaching out and following up with monthly meetings to update on their proposal.

Staff: Help mentor and initiate meetings between players and the committee

Committee: Mentor and provide feedback to maximize ROI.

### **The I/I S&E Fundraising Fund is available to fund:**

Costs associated with putting on a fundraiser, to include, but not limited to:

- Venue rental
- Food/Caterer – if the food is to be purchased
- Merchandise
- Event insurance
- USPA Umpires
- Advertising promotion

Funds may **not** be used to reimburse:

- Items purchased as ‘giveaways’
- Silent Auction items
- Live Auction items
- Liquor
- Horse Rentals

\*Teams are encouraged to use existing programs, such as Alumni Circuit Tournaments and Umpire Support.