



USPA Intercollegiate/Interscholastic Funding Grant Guidelines

This document defines the I/I Start-up & Enhancement Program's intent and purpose, creates the priorities for this fund and outlines an application process. In short, the I/I Funding Grant Program is designed to support projects that:

- Support new Intercollegiate Programs
- Enhance existing Intercollegiate Programs

I. The 2023 I/I S&E Fund is available to fund:

- A. Items such as tack, equipment, mallets, balls, etc.
- B. Special "need" items to be approved on a case-by-case basis (i.e. advertising assistance for fund raising projects that help sustain a program).
- C. Equine Welfare equipment such as Kimsey Leg Brace, Rescue Glide (Cap \$2000.00)
- D. All approved items must be reimbursable.
- E. The I/I S&E is not available to fund:

- 1) Travel Expenses
- 2) Transportation of horses
- 3) Arena/Horse Rentals
- 4) Personal Items
- 5) Clinics, Coaches, etc
- 6) Arena Building/Improvements
- 7) Horse Care/Feed/Board
- 8) Team Jerseys
- 9) Helmets
- 10) Whips or Spurs

F. Items purchased with USPA I/I Funding Grant Funds are property of the approved club and are to remain with that club until the item is no longer serviceable. USPA will commit to a fair and timely evaluation period once a complete application has been submitted. I/I Funding Grant Program should be viewed as seed money to be combined with other self-raised funds to start and support I/I programs that will eventually be able to stand on their own.

G. The USPA wants everyone in the greater polo community to know about the I/I Funding Grant Program. The existence of the I/I Funding Grant Program will be promoted using all available resources. Initially the USPA intends to use email and the USPA website to contact all I/I schools and clubs.

II. Application Guidelines

This fund will be used as a tool to accomplish the USPA stated goal of supporting those Intercollegiate schools and clubs in need.

- A. The team requesting funds must be a current USPA IC Team in good standing.
- B. The I/I Funding Grant project must be aimed at the intercollegiate level.
- C. The I/I Funding Grant project must benefit the greatest amount of polo players possible.
- D. A detailed itemized list of requested items, including costs, must accompany the application.
- E. A cap amount of the following items has been issued:
 - 1. Saddle - \$800.
 - 2. Mallet - \$120. (6 max per team)
 - 3. One Box (10) of Arena Balls/ \$160.
 - 4. Complete Polo Bridle - \$350.
 - 5. Knee Pads - \$130. (3 max per team)
 - 6. Bits- \$100

*Add in items by count (Boots-pairs, wraps- 4, etc.)

- F. Individuals associated with the application must be available to answer questions concerning the request.
- G. The USPA will strive to distribute I/I Funding Grant funds across geographical regions of the United States.
- H. The Funding & Awards Committee will review the following items when accessing applications- tournament participation, horse involvement in tournaments, last time funding received...
- I. Distribution of I/I Funding Grant funds shall be market driven, not pre-determined.
- J. To receive I/I S&E fundraising funds teams must be active participants in the I/I program- including participation in the regular and tournament season. Teams new to the organization will work with staff and be approved at the discretion of the committee. Priority is given to those teams who have competed in the previous year.

III. I/I Funding & Grant Approval Process

- A. USPA Staff will review applications to ensure that applications are complete and fit outlined criteria. Only completed and timely applications will be forwarded to the USPA I/I Funding & Awards Committee for evaluation. This committee is responsible for review and endorsement of I/I Funding Grant applications. Applications endorsed by the committee will be forwarded to the USPA Chief Operating Officer for approval.
- B. Funding of all I/I Funding Grant applications will require the approval of the USPA Chief Operating Officer. The Chief Operating Officer approving I/I Funding Grant funding will disclose any conflicts of interest and be required to sign the "USPA Disclosure Document" provided as an addendum to these I/I Funding Grant Guidelines.

IV. Managing Funded Projects

Approved I/I Funding Grant funds must be utilized by the I/I S&E applicant within the calendar year of the date of the I/I Funding Grant application approval, unless specified in the approved I/I Funding Grant application; or unless a time extension is recommended by the Funding & Awards Committee and approved by the USPA Chief Operating Officer. Any allocated funds not requested for reimbursement will remain in the USPA I/I Funding Grant Fund for reallocation to other I/I Funding Grant application funding requests.

The USPA will issue funding based on receipt of approved I/I Funding Grant expenses with receipts submitted for reimbursement to the USPA and no I/I Funding Grant funds will be issued “up front.”

V. Application Process

The I/I Funding & Awards Committee will receive and process applications between October 1st and November 1st. There will be deadlines and decisions made on an annual basis. Funding requests will be reviewed by the Funding & Awards Committee on or about October 15th. Approval notifications will be sent on or about November 1st.

- A.** The I/I Funding Grant Application must include:
- 1) Reasons for needing funding;
 - 2) How funds will enhance the program by increasing members;
 - 3) A detailed list of items to be purchased with individual cost breakdown;
 - 4) Acknowledgment of the responsibility to submit I/I S&E Reimbursement forms;
 - 5) Sponsoring Club or USPA Committee endorsement: If an application is sponsored by a Club, then the Club Delegate should be listed in the application as either an applicant or at least listed as a reference complete with contact information. USPA Committee endorsements in the application must include the Committee Chair as either an applicant or reference;
 - 6) Any additional comments and/or supporting supplements.

B. Use of IRS Form 1099

Also note that the United States Polo Association is required to issue IRS Form 1099 at the end of each calendar year according to rules set by the Internal Revenue Service. Issuance of a Form 1099 does not necessarily mean the funding amount is income that is taxable to the recipient. You need to make that determination which may require professional advice from your own tax professional. The United States Polo Association cannot offer such advice.

Form W9 will be required for submission along with the request for reimbursement. Please note that reimbursements can only be made to US Citizens or domestic corporations.

- C.** The I/I Funding Grant application is available on the USPA website (**www.uspolo.org**) as well as from the USPA offices. *The USPA accepts completed online submittal forms on or before the deadline.* All applications, I/I Funding Grant Reimbursement forms and approved item receipts shall be submitted to:

United States Polo Association
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