

## **Proposed Policy and Procedure for allocation of SPMS Donations (not Covid-19 related)** **Updated 1.27.21**

The sub-committee for donations has come up with the following guidelines for 1. Applying, and eligibility for applying 2. Approval and process of approval 3. Time frame of allocation and limit amount per application and per year.

### **Application:**

The request form will be available on the website for any eligible party to fill out and send to SPMS.

### **Eligibility:**

Any current SPMS party is eligible for receiving the funds. The funds are available to serve membership through their teams. We value inclusivity, USMS membership participation, participation in USMS events and we support safe participation in swimming and growing membership. Examples of events that can be covered by this funding includes (but is not limited to):

- *Annual USMS club renewals*
- *USMS swimmer renewals*
- *Sanctioned swim meet and open water entry fees*
- *USMS Fitness Events (Smarty Pants, etc)*
- *ALTS or coaching certification*
- *Fees*
- *SPMS or USMS events*
- *Meet expenses*

### **Approval:**

The Finance Committee will review applications on a monthly basis and report on this during the monthly SPMS call.

### **Time Frame and Allocation Limit:**

Any recipient (team or individual swimmer) will be eligible for one grant in a 12-month period (for example: a swimmer receiving a grant on March 31st can apply again the following April). The funds will be paid after receipt is submitted and the event has been attended.

Grants will be made on a first-come-first-served basis according to current available funding. This Finance Committee will develop a strategic plan for fundraising initiatives in order to keep the grant funding available.

### **Grant Follow Up:**

Every grant recipient will submit a short report to SPMS when submitting their reimbursement request. The report should include the name and date of event, attendee(s), outcome(s), and a photo if possible. These reports demonstrate the impact of the grant and can be used in future solicitation requests and annual giving campaigns.