



Policy & Procedures Manual Wisconsin Swimming, Inc.

Policy 9: LSC Facility Fund Grants

Effective Date: September 1, 2022

Last Revision Date: April 25, 2023

Background: Wisconsin Swimming, Inc recognizes and supports the need for the maintenance and construction of facilities and the acquisition of equipment. At the January 28, 2020 LSC House of Delegates Meeting, a "Splash Fee Increase" proposal from the Board of Directors was adopted to establish a "Facility Fund".

Scope: This policy provides direction to LSC Members for all elements relating to the LSC Facility Fund and related grant application and award procedures. Limitations on resources preclude the ability of Wisconsin Swimming, Inc to grant all requests. Each request will be evaluated on a case-by-case basis by the Wisconsin Swimming's Technical Planning Committee.

9.1 Meet Fee Surcharge

- 9.1.1 A \$1.00 meet fee (i.e., "Splash Fee") surcharge shall be collected as follows:
- A. The first \$20,000 of revenue generated by the surcharge increase shall go into the LSC Operating Budget each fiscal year.
 - B. Any dollars in excess of \$20,000 generated by the \$1.00 surcharge increase in a given fiscal year shall go into a Board designated (restricted) "Facility Fund".
 - C. Up to \$30,000 per year of the collected \$1.00 surcharge increase shall be allocated to the "Facility Fund" as a restricted fund.
 - D. The total "Facility Fund" restricted fund shall have a maximum cap of \$100,000.
 - E. Any dollars collected in excess of \$30,000 per year, or in excess of the \$100,000 maximum cap, shall go into the LSC Operating Budget.

9.2 Facility Fund Administration

- 9.2.1 The Technical Planning Committee shall:
- A. Be responsible for the process by which Wisconsin Swimming members can apply for consideration for funds from the (restricted) "Facility Fund".
 - B. Review and consider received Facility Fund Grant applications,
 - C. Recommend to the Board of Directors Facility Fund Grant awards that it deems in the best interest of the LSC and its athlete members.
- 9.2.2 The Board of Directors shall have the final authority to disperse Facility Fund Grant awards from the available (restricted) Facility Fund balance.
- 9.2.3 This fund will only be available to Wisconsin Swimming Clubs in good standing.
- 9.2.4 Clubs may not receive Facility Fund Grants in consecutive years.
- 9.2.5 A Subcommittee member who submits a grant request must recuse him/herself from voting in consideration of his/her grant request.

9.3 LSC Facility Fund Grant Subcommittee

9.3.1 The Technical Planning Committee shall establish a Grant Subcommittee to evaluate LSC Facility Fund Grant requests.

- A. The Grant Subcommittee shall consist of five (5) members as follows:
 - 1. The Technical Planning Chair, who shall serve as Grant Subcommittee Chair
 - 2. The Finance Chair
 - 3. Three (3) additional members, appointed by the General Chair with the advice and consent of the Technical Planning Chair.
 - 4. At least one (1) member shall be an Athlete Representative so as to constitute at least twenty percent (20%) of the voting membership of the Subcommittee.

9.4 Grant Application, Review, and Award Process

9.4.1 Requests for Grant funding shall be processed as follows:

- A. Fully complete a *LSC Facility Fund Grant Request Application* form (see form below).
- B. Attach any supporting documentation and materials to the Application (invoices, estimates, etc.)
- C. Submit the Grant Request Application and attachments to the LSC Facility Grant Subcommittee Chair, no later than April 1st of each year.
- D. The Grant Subcommittee will convene to review received LSC Facility Fund Grant Request Applications and shall develop recommendations for potential Grant Awards, based upon established criteria (see below).
- E. The Subcommittee Chair will present Grant Award recommendations to the Board of Directors at the next meeting of the LSC Board of Directors.
 - 1. Grant Awards amounting to 30% or less of the current unallocated Facility Grant Fund balance shall be decided by the Board of Directors.
 - 2. Grant Awards amounting to 31% or more of the current unallocated Facility Grant Fund balance shall be voted on by the House of Delegates at the Annual meeting of the House of Delegates.
- F. LSC Facility Fund Grant Awards will be announced at the Annual Meeting of the House of Delegates.
- G. Final disbursement by WI Swimming of Grant Award funds require the submission of a paid receipt or invoice.
 - 1. Requests for disbursement of Grant Awards must be submitted to the LSC by August 31 of the year following the grant approval or the grant will be forfeited.
 - 2. Any forfeited Facility Fund Grant Awards will be assigned back into the fund balance and become part of the grant allocation for the new fiscal year.

9.4.2 Grant Award Consideration Criteria

- A. Applicant represents a USAS registered club in good standing
- B. Details of the amounts and use of the facility fees charged by applicant
- C. Value to Wisconsin Swimming and its athlete members
- D. Availability of surrounding facilities and clubs
- E. Identification of stakeholders (USAS registered club, community support, school system support, etc)
- F. Club characteristics (longevity, number of families, number of athletes, etc)
- G. Age of current facility
- H. Timeframe/urgency of request
- I. Additional fundraising efforts/successes by the requesting club
- J. Potential impacts of a Grant Request being denied

9.4.3 Grant Request Purposes – Examples, but not limited to:

- A. Valid request purposes
 - 1. Training equipment for athletes
 - 2. Facility upgrades such as replacement of lane lines, touch pads, starting devices, starting block enhancements, etc
- B. Invalid request purposes
 - 1. Financial support for athlete, coach, or volunteer travel,
 - 2. Fees related to meet entries, or conferences
 - 3. Recovery of financial loss due to embezzlement, fraud, malfeasance, etc
 - 4. Support for club facilities that are not open to other Wisconsin Swimming members
 - 5. Computer purchases or upgrades for clubs

9.4.4 Potential Outcomes of LSC Facility Fund Grant Requests

- A. Full funding awarded as requested
- B. Partial funding awarded (a percentage of request)
- C. Denial of request

9.4.5 Appeal of LSC Facility Fund Grant Requests Outcomes

- A. Grant Requests decided upon by the LSC Board of Directors may be appealed to the LSC Executive Committee

Date of Revision	Policy Section(s)	Changes Made
December 27, 2022	New policy	Policy created from approved HOD proposal
April 28, 2023	Add to Article 9.2 New Article 9.3 New Article 9.4	Specify grant funding limits and conflict of interest Define establishment of Grant Subcommittee Define Grant application, review, and award process
April 29, 2023	Added new Article 9.4.2 B	Add a Grant Award Consideration Criteria related to "Details of the amounts and use of the facility fees charged by applicant"
<u>April 25, 2025</u>	<u>Added new Article 9.4.1 G 1. and 9.4.1 G 2.</u>	<u>Established forfeiture deadlines and consequences.</u>