

Whitewater Slalom Foundation Grant Proposal Guidelines

Proposals

The Whitewater Slalom Foundation (WSF) has been created with the objective:

To promote and develop the sport of whitewater slalom in particular, and other whitewater or paddlesports events as appropriate, bringing their many joys and benefits—including environmental awareness, physical fitness, camaraderie, sportsmanship, fun, and the pursuit of excellence—to a widespread and diverse group of participants.

In effort to meet this objective the WSF is seeking to support initiatives that help to further support our efforts. The WSF is willing to provide manpower, funding, and expertise to projects that have a similar objective and that meet our criteria. Proposals for assistance should be in the following format:

1. **Section 1:** General description—this section should describe the project that is seeking assistance. Descriptions should be 500 words or less and should describe a project that is tangible, attainable, has a defined start and finish, and that provides sustained benefits beyond the completion of the project.
2. **Section 2:** Targeted demographic—this section should describe the demographic that the project targets. Descriptions should be 1000 words or less and should establish that the targeted demographic exists, that they are likely to become involved in the project, and that this demographic would most likely continue in the sport.
3. **Section 3:** Resources—this section should describe the people involved in the project as well as other resources including venues, vehicles, paddling equipment and any other needed information (some projects, as an example, may require land ownership or access) to establish that the project, with the aid of funding, can be implemented in a meaningful way. This section should be 1000 words or less but should include 4 x 6 photos, if necessary, to establish the character of training sites, local water, and other stated resources. A one page resume should be included in Appendix 1 for each person listed in the Resources section as being a part of the project. A background check of all listed people may be requested, at foundation expense, as a condition of providing assistance.
4. **Section 4:** Objectives and Measurable Milestones—this section should clearly state the objectives of the project and should provide milestones and metrics by which the project can be measured. Some of the stated milestones should represent intermediate steps to the completed objective such that the Foundation can monitor the project as it is in process. Proposer should include the manner in which the Foundation will receive documentation of progress for all stated milestones, including a final written report and an accounting of the use of all grant funds. This section shall be 1500 words or less.
5. **Section 5:** Schedule and budget—this section should provide start and finish dates for all scheduled activities and all milestones. Budgetary numbers should be broken down by specific task. Detailed budget information for each proposed task should be included in Appendix 2 (as an example the Foundation, if funding a racing series that includes a training camp would like to see the cost for the training camp in Section 5, but would like to see an organized breakdown of

Whitewater Slalom Foundation Grant Proposal Guidelines

these expected training camp costs in Appendix 2). This section should be on a 8 ½" x 11" single page.

6. **Section 6:** Additional Information—any additional information can be provided in this section in a concise manner. There is no limit to the amount of information that can be included in this section but the Proposer is warned that the review committee has a limited time for review.
7. **Section 7:** A signed statement acknowledging the grantee's responsibility to supply the documentation outlined in section four, including a final written report and final accounting, as well as acknowledging WSF's authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused.

Evaluation Criteria:

Proposals will be evaluated on their merits alone but should be presented in a clear and concise manner to ensure adequate comprehension by the committee. Each proposal will be considered in full but priority will be given to proposals that meet the following objectives, which are shown below in order of priority:

1. Proposals that will meet the WSF's objectives for the greatest number of people for the greatest length of time will be given the highest priority. As an example, the WSF is unlikely to ever fund an individual's personal training expenses but is more likely to help fund training camps for clubs, and likelier still to fund initiatives that lead to a development series of races that will attract boaters from throughout the country. In no case will a proposal be considered if it excludes anyone based on race, creed, or orientation.
2. Proposals should provide a sustainable benefit. The WSF would like to provide aid to seed initiatives that will eventually become self-sustainable. As an example, direct funding of a one-time training camp that has no plan to eventually fund itself will be given less priority than funding for a similar camp that is planned as an annual event by a group that will eventually be able to attract and retain the resources to continue on their own.
3. Proposals should provide describe a project that is project that is tangible, attainable, has a defined start and finish, and that provides sustained benefits beyond the completion of the project. The proposals should substantiate all of these claims by establishing the expertise and resources available to the proposers as well as by providing the metrics and milestones by which the project will be measured. Preference will be given to projects that are supplied by those who have a proven track record and who submit a project that can be executed effectively and in a timely manner.
4. Preference will be given to projects that provide the greatest return on investment for the WSF. Return on investment will be measured by the number of objectives met for each dollar spent. As an example, a proposal to fund a coach at a training camp could include the provision that the coaching position will be offered to one of the top U-23's from the United States Team Trials. In this manner three benefits are gained from the same dollar spent, a coach is provided for a training camp, a U-23 top-performer is funded, and that U-23 top performer is enticed to a

Whitewater Slalom Foundation Grant Proposal Guidelines

place that presumably provides an ideal training environment for their own benefit. Additional provisions can be imagined that could daisy-chain the proposed benefits down many levels.

5. Preference will be given to projects that are complementary to initiatives that the Foundation is already committed to and, similarly to proposals that complement initiatives that are being effectively pursued by the USACK (if they meet the Foundations objectives as well as the criteria listed above).

The committee reserves the right to evaluate the proposals by any standard that it chooses and the above metrics are provided for guidance only.

Proposal Requirements and Process:

It is requested that proposers submit their proposals in electronic format in files of less than 3 megabytes. Paper submissions will be accepted but the Foundation asks, in an effort to conserve the environment, that needless binding and/or other packaging materials be kept to a minimum. Proposals shall be written in English on plain white paper or shall be submitted in electronic form as either a .pdf or Word document. Proposers who submit proposals in a manner which is unreadable shall be requested to resubmit. Delays in submittal may result in the consideration of a particular proposal being delayed past a particular submission date.

Each proposal should provide one person to serve as a point-of-contact for the proposal. Contact information should be provided for this person. Requests for additional information and/or discussions with additional principals of the proposal shall be coordinated through this point of contact.

Once a proposal has been received it will be assigned to a member of the committee for review and presentation to the greater committee. Proposers are asked to not contact committee members directly regarding proposals other than to request confirmation of receipt. Proposers can expect the committee to make contact if clarification or further information is required. All specific requests for clarification should be answered in writing by the Proposer.

Proposals will be considered in batches twice a year. The first submittal date shall be the 15th of March of any given year and the second proposal date shall be the 15th of September of any given year. Proposals may be considered on an expedited basis at other times of the year if the majority of the board votes to approve this consideration.

Selection of a proposal remains the sole discretion of the committee. Proposer waives any right to pursue legal action against the committee for decisions made by the committee. Acceptance of proposals by the committee reflects a best-effort decision by the committee but is not a guarantee of assistance. The offer of assistance can be retracted by the committee at any time for any reason.

All initiatives will be considered by the committee if they meet the requirements of this document. This specifically includes proposals put forth by the committee itself. Any member of the committee may put forth a proposal, may take part in discussions with regards to this proposal, and may act as a voting member, if already designated as a voting member, on said proposal. Specifically excluded is the ability

Whitewater Slalom Foundation Grant Proposal Guidelines

of a voting member to vote on an issue that specifically benefits them or any firm from which they receive direct benefit.

Grant Restrictions and Obligations:

It is explicitly understood that the grantee is required to use the grant funds only for the purposes for which the grant was made, and that it is the responsibility of the grantee to provide all documentation necessary to account for the use of all funds.