



USTA Recovery Grant – Submission Process

In order to expedite the funding process, we ask for your compliance with the below procedures and guidelines. Please keep in mind that only one check will be issued per Grant. If proof of expenses is less than the Grant, the award amount will be reduced to reflect the documented expenses. The Grant must be utilized for qualified expenses in 2020 and all documentation must be received by November 2, 2020.

Required Documentation for Funding:

1. Receipt of purchase orders and/or invoices for qualified expenses
2. Current W-9
3. Countersigned Grant Award Letter (pages 1 & 2)

Procedure/Guidelines:

All required documentation must be returned in **one email, please do not send multiple emails.**

- Send to: Project manager
- Subject Line: Must include the name of your tennis facility.
- Attachments in PDF format:
 1. Receipt of purchase orders and/or invoices for qualified expenses (dated May 1, 2020 or later)
 2. Current W-9
 3. Countersigned Grant Award Letter (pages 1 & 2)
- Proof of purchase orders and/or invoices must include: date of purchase/transaction, description of the items purchased, and the total amount spent.
- Countersigned Grant Award Letter must be sent complete with both pages. Submitting the signature page alone is not sufficient.
- Current W9 must be signed and dated.

Please see page two for detailed examples of Eligible Expenses



USTA Indoor Facility Grant - Expenses
PROOF OF PURCHASE - SUBMIT RECEIPTS ONE TIME

Must be submitted by November 2, 2020

Reimbursement Options:

Tennis Equipment/Supplies

- Tennis balls (not for resale)
- Ball machine
- Overgrips for demos
- Court divider nets
- Benches
- Ball carts and hoppers
- Ball mower
- Clocks
- Court organizers
- Trash cans and recycling bins

Cleaning

- Services
- Supplies
- Airflow filter
- Electrostatic spray

Court Maintenance

- Powerwasher
- Clay court supplies repair
- Water dispensers without hands

Marketing/Technology

- Club and Court App development
- Courts booking software
- Signage
- Digital message boards/Courts signs
- Email/text messaging communication tools

No Touch Items/Safety Items

- Doors
- Thermometers
- Plexiglass sneeze shields
- Masks
- Gloves
- Hand dispenser
- Software capable of taking payments and reservations online
- Credit card scanner for customer use only
- Bungee cords or door jams to keep tennis gates open
- Automatic or open lid trash cans
- Tennis ball and can recycle bins
- Automatic sensor water fountains
- Automatic soap dispenser
- Automatic paper towel dispenser
- Automatic hand dryer
- Protective equipment for facility (plexiglass)

Court Surface Capital Improvements

- Resurfacing
- Backboard
- Curtains
- Divider nets
- Lighting