

2019 USPA Polo Development Initiative

Program Guidelines

In April of 2005, the USPA Board of Governors with the guidance of the Strategic Planning Committee created a special fund call the Polo Development Initiative [PDI] to promote the growth of the sport of polo and the development of USPA member clubs. In 2017, the USPA Board of Governors voted to significantly increase the budget for the PDI program. In September of 2018, the Club and Membership Development Committee of the USPA voted to establish a Strategic Planning process for the PDI program to guide the sustainability of the program and establish the PDI program as a force multiplier to promote the development and enhancement of the sport of polo.

This document defines the 2019 USPA PDI Grant Application Guidelines; intent and purpose, funding criteria, priorities, application guidelines, approval process, and oversight of funded projects.

NOTE: 2019 PDI Applications are due no later than February 15th, 2019 and must be submitted electronically

1. Intent and Purpose

- a. A goal identified through the 2018 PDI Strategic Planning process is to establish the PDI program as a grant-based program; allowing applicants to thoughtfully present applications that address specific sustainability needs and provide the applicants with the opportunity to outline non-USPA investment and support in specific development projects/ initiatives that meet the scope of the PDI program and carry out the mission of the USPA.
- b. Significant changes for the PDI program, in 2019 include:
 - i. Amending the list of approved reimbursement items to include capital improvements, fixed assets, club infrastructure (See Section 6.a.i & Section 2.a.i)
 - ii. Consideration of multi-year awards (See Section 4.c)
 - iii. Promotion of Polo Club Cooperation (See Section 4.a.iii)
 - iv. Segment specific application categories (See Section 4.b)
 - v. Removal of \$10,000 applicant threshold (See Section 2.b.iii.1)
- c. The PDI program is a reimbursable grant program that supports USPA polo clubs and polo schools through projects and initiatives that provide added value toward long-term sustainability, growth, and development of the sport of polo
- d. The PDI program's purpose is to support project initiatives that:
 - i. Identify a need that is relevant to the growth of polo
 - ii. Are carefully thought out with a plan toward contributing to the sport of polo and have a stated plan for accountability and future sustainability
 - iii. The PDI program be used as a tool to carry out the USPA's stated mission

2. Funding Priorities

- a. Projects/Initiatives that promote the following will be prioritized for funding:
 - i. Long-term investment in the sport; ***including capital improvements/ fixed assets/ club infrastructure***
 - ii. Sustainability of the sport at the club-level
 - iii. Regional cooperation amongst clubs/ intra-circuit
 - iv. Investment from club members, members of the local polo community, and/or non-polo partners in the sport (Corporate Partners, Civic Leaders, etc.)
- b. All PDI Projects/ Initiatives funded by the USPA must adhere to the following:

- i. Timeline – Project Initiatives must have a clear beginning and end
- ii. Clear Objectives – All Project/ Initiatives submitted must be well defined, have clear goals and objectives
- iii. Budget- A detailed budget of the project/initiative including a breakdown of the utilization of PDI funds within the overall budget of the project/initiative
 - 1. There is no maximum award threshold. Evaluation of grant applications will be case by case and take into consideration the USPA's return on investment and the cost of unique opportunities that present polo clubs within specific timelines
 - 2. All financial aspects of the project/initiative must be fully disclosed
 - 3. Reimbursements will only be issued with proper receipts
- iv. Individuals associated with the application must be available to answer questions concerning the request. Applicants will be required to provide progress reports, as needed
- v. Good Standing – All Project/ Initiatives submitted must be supported or sponsored by a USPA club in good standing and be designed to benefit member clubs
- vi. USPA Membership- All participants of clubs receiving a PDI grant must be USPA Members
- vii. IRS W9 - All grant recipients must provide an IRS W9 form with their request for reimbursement

3. PDI Budget

- a. The USPA PDI budgeted funding for 2019 and beyond will be a determined amount approved by the USPA Board of Governors, annually
- b. PDI Applicants may be subject to a Memorandum of Understanding (MOU) contract outlining specific goals, objectives and routine check in calls, as a prerequisite for their award
- c. Distribution of PDI funds shall be market driven, not pre-determined
- d. Approved PDI funds must be utilized and submitted for reimbursement by the PDI applicant within the year they are awarded unless specified in the approved PDI grant award

4. Application Guidelines

- a. Who Can Apply for a USPA PDI Grant?
 - i. Any USPA Active or Affiliate Member Club
 - ii. Established Polo School associated with an Active or Affiliated Member Club
 - iii. Regional Cooperative Polo Entities such as a Regional Association or Cooperative League/Tournament Series amongst member clubs
- b. **Application Categories:**
 - i. PDI Grant Applicants will be required to self-identify with a specific category when submitting their PDI Application. Categories include, but are not limited to:
 - 1. **Tournament Specific:** Active/ Affiliate Member Club promoting competitive tournament play
 - 2. **Polo School Specific:** Polo School associated with an Active/ Affiliate Member Club
 - 3. **Youth Specific:** Youth Program associated with an Active/ Affiliate Member Club

4. ***Arena Specific:*** Arena Program (Competitive and Development-based) associated with an Active/ Affiliate Member Club
 5. ***Regional Polo Co-Op:*** Regional cooperative polo entities such as a Regional Association or Cooperative League/Tournament Series amongst member clubs that promote the development of the sport
 6. ***Joint Club Applicants:*** Collective applications amongst clubs to promote regional cooperation for polo schools, youth, competitive play, clinics, and/or umpiring
- ii. Application and Project Evaluation will be conducted within the PDI application categories to allow for like-minded applicants to be evaluated amongst each other
 - iii. Specific goals/ metrics will be established for benchmarks for application/award evaluation
 1. *Example: If a club applies as a Tournament Specific applicant. The application and the award effectiveness could be based on the number of USPA tournaments hosted by the applicant club & the level of competition and participation in the tournaments*

c. Multi-Year Awards

- i. Applicants can elect to apply for a multi-year grant with the goal of a multi-year commitment to enable long-term planning for usage of PDI funds
- ii. A multi-year award would be structured as a good-faith award for the first year and a pledge to continue the award for the remainder of the years barring the following provisions outlined by a contractual Memorandum of Understanding [MOU] between the USPA and the applicant:
 1. The applicant club is in good standing with the USPA (including Accounts Receivables for all USPA Subsidiaries)
 2. After the first year, subsequent years of the award and the associated funding is subject to the USPA Board of Governors approval of the PDI program line-item & within a reasonable dollar amount of the previous year's budget
 3. Applicants awarded a multi-year award are subject to periodic reviews of the club's progress with respect to fulfilling: the mission of the USPA, the stated goals within the application/award MOU agreement, and the efforts for sustainable development of the sport at the club
 4. Applicants must provide a written outline of a reasonable plan to achieve self-sustainability at the end of the multi-year award if the grant is supporting an on-going program. The applicant must show progress toward that goal as part of each request for renewal

5. Approval Process

- a. The USPA Club & Membership Development Committee established the USPA PDI subcommittee to evaluate PDI applications. This subcommittee is responsible for review and initial endorsement of PDI applications and communicating with the applicants for PDI applications submitted by USPA Members and Clubs. If a project is endorsed at the PDI subcommittee level, the application will be forwarded to the USPA CEO who can reject the application or approve the application for funding
 - i. Note: Circuit Governors serving on the PDI subcommittee must recuse themselves from voting on applications within their circuit

- b. The PDI Subcommittee will be stringent on not recommending PDI grant awards to applicants that are not growing polo in their region and performing the attributes of a successful sustainable polo enterprise. Through their evaluation process the subcommittee will take into consideration the following:
 - i. Limited number of PDI awards to reduce the dilution of the overall average award amount
 - ii. Matching investment/ cost-sharing by clubs and club members for projects/ initiatives
 - iii. Capitalization of positive return on investment opportunities to benefit the sport of polo and the USPA
 - iv. Needs-based support to sustain polo; so long as the benefactors of support present a plan for sustainability independent of USPA support
 - c. PDI applications and potential awards will be evaluated by goals, objectives, and metrics specific to the applicant category as approved by USPA leadership
6. **Managing Funded Projects**
- a. PDI funding is strictly a reimbursement of expenses. The USPA will issue funding based on receipt of approved PDI expenses submitted for reimbursement. No PDI funds will be issued “up front”
 - i. For capital Improvements/ Infrastructure: awarded clubs must come up with the funds and then apply for reimbursement
 - b. Project funding may be discontinued if the project does not reach its goals, milestones or objectives or if it has an adverse effect on the sport of polo
7. **Application Process**
- a. The USPA 2019 PDI Application will be available online at the USpolo.org website
 - b. **All applications are to be submitted online only**
 - c. **The Deadline for complete applications is February 15th, 2019**
 - d. The targeted announcement for grant award notifications is April 15th, 2019
 - e. 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 PDI 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 limited liability companies or corporations

Further questions can be directed to Justin Powers at jpowers@uspolo.org