



PVS COVID-19 Relief Guidelines
PVS Coronavirus Relief Grant – 2nd round
#SupportOurClubs

Prepared by: The Potomac Valley Swimming Board of Directors
Released: April 2, 2021

The Coronavirus (COVID-19) has continued to drive unprecedented changes worldwide, including in the world of swimming. In prioritizing the health and wellness of all our members, USA Swimming has made decisions to protect our community regarding events, camps, conferences, or any occasion that requires individuals to travel and gather. In our DMV area, every locality had experienced suspension of team training and practices causing disruptions of various magnitudes to club business operations within our Potomac Valley LSC.

Clubs/teams have done an incredible job supporting their members while experiencing abrupt and unforeseen cessations of training fee revenue. The impact on coaches has been difficult given their role as employers and business owners being forced to make difficult staffing and facility decisions. The PVS LSC Board of Directors voted to provide a second round of relief for our clubs in two forms: the first as a refund of 50% on the PVS portion of paid athlete membership registrations to each club and secondly, as a relief grant opportunity for which each club is invited to apply. This relief is provided to again assist our clubs as they continue to operate during the pandemic. The total PVS approved relief budget is \$139,000, 75% of which is allocated to club refunds for paid athlete registrations and 25% for club grants.

PVS COVID-19 RELIEF GRANT GUIDELINES:

PVS' mission is to support and promote excellence for all through competition, education, inclusion, and leadership in a safe and equitable environment. This aligns with our vision to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming. The PVS relief grant aims to support the PVS swimming community and sports industry by providing fiscal relief so clubs can continue their work as charged in our mission. This second round of relief is intended to help club leaders and coaches continue to react and adapt to the changed landscape of local youth sports as a result of the COVID-19 pandemic. This relief is intended to assist our clubs as they work to secure longer term recovery resources, receipt of payments on insurance claims or larger federal disaster assistance. This is not intended as long-term support, business loan, or is it in any way indicative of future support.

PVS COVID-19 RELIEF GRANT TIMELINE:

- April 2, 2021 - Grant applications open at 5pm EDT
- April 12, 2021 - Grant applications due at 5pm EDT
- April 23, 2021 - Grant recipients announced. Funds disbursed by April 28, pending receipt of Letter of Agreement from recipient



PVS COVID-19 Relief Guidelines
PVS Coronavirus Relief Grant – 2nd round
#SupportOurClubs

Prepared by: The Potomac Valley Swimming Board of Directors
Released: April 2, 2021

PVS COVID-19 RELIEF GRANT ELIGIBILITY REQUIREMENTS:

Eligible Applicants

- Eligible applicants may be for-profit or not-for-profit USA Swimming clubs or teams providing competitive aquatic training services as a part of the Potomac Valley Swimming Local Swimming Committee (LSC). Eligible applicants must be members of USA Swimming in good standing, members of the PVS LSC in good standing, and qualified to conduct business in the DMV area for the remainder of 2021.
- The PVS Coronavirus Relief Grant Committee will accept only one (1) application per program. Applicants should be Head Coach/Owner/CEO or other currently designated (on behalf of their teams) to conduct business in the DMV area under state Statutes.
- Applicants must exhibit disruption of operational revenue and/or coach compensation to apply. Programs that have not been financially impacted i.e. operational expenses (such as employee compensation) continue from parent/umbrella organization, operational costs fixed, no financial impact can be proven) are ineligible for funding.

The PVS Grant Committee will **NOT** accept:

- Applications which are late or incomplete, for any reason
- Applications submitted through any other format than electronic/online format (Google Forms)
- Applications requesting funds which would duplicate benefits (funding from other sources)
- More than one application per LSC registered club/team
- Applications requesting funds that are from anyone other than the club or team
- This grant will not fund equipment, apparel, marketing or promotional materials, construction, renovation, or the like
- This grant will not fund budget relief or cover something other than operational costs (i.e. personal use, re-granting/gifting purposes, replace lost sales, etc.)

PVS COVID-19 RELIEF GRANT APPLICATION FORM/INSTRUCTIONS

Please refer to the following guidelines as you complete the grant application.

You may click here to apply:

[PVS Coronavirus Relief Grant #SupportOurClubs](#)



PVS COVID-19 Relief Guidelines
PVS Coronavirus Relief Grant – 2nd round
#SupportOurClubs

Prepared by: The Potomac Valley Swimming Board of Directors
Released: April 2, 2021

If you have any questions about these requirements, please contact Ellen Colket, Chair of the PVS Covid-19 Relief Grant Committee, at 301-606-0807 (finance@pvswim.org) or Evan Stiles, Committee Member, at 571-279-7056 (seniorchair@pvswim.org).

PVS COVID-19 RELIEF GRANT VALIDATION

Application Validation Process is designed to confirm qualified applicants in an open, fair, and equitable manner.

This includes the following steps:

- Confirm eligibility – as outlined above
- Confirm fiscal need – may assess current liabilities as a percentage of total operational expenses as an indicator of an applicant’s ability to meet operational financial obligations
- Confirm compliance with funding requirements – Applicants agree to take actions to benefit the PVS LSC

Final Approval Process

- Each application is independently reviewed and validated by the PVS Grant Committee and confirmation is determined by majority vote
- Committee reviewers come to consensus on applications using a standardized rating rubric as per best practices for non-profit organizations
- Committee submits final funding recommendations to the PVS Board of Directors for its consideration
- Final grant validation and recommendations for funding awards will be approved by the PVS Board of Directors in a formal “virtual” meeting (due to government restrictions on in-person gatherings)
- Board meetings both in-person and “virtual,” are open to the public and applicants are encouraged to attend

Payment Information

- Any monies granted are for club operational expenses
- Funds will be distributed to Head Coaches, via checks written to clubs
- Funded applicants will be paid in accordance with this approved budget expenditure
- The Grant Committee reserves the right to refuse to fund an application that is unable to demonstrate the minimum standards and requirements



PVS COVID-19 Relief Guidelines
PVS Coronavirus Relief Grant – 2nd round
#SupportOurClubs

Prepared by: The Potomac Valley Swimming Board of Directors
Released: April 2, 2021

PVS COVID-19 RELIEF GRANT FUNDING REQUIREMENTS

Core Contract

- Recipients will be required to reciprocate to the PVS LSC through their choice of multiple channels. Funded programs are expected to serve as gateways to remain connected within the Local Swim Committee/Community with regards to existing programs, initiatives, and means to innovate and improve the sport in the area
- The Grant Committee reserves the right to withdraw any funding awarded to clubs unable to demonstrate minimum funding requirement standards.

Standards include 3 of the following (not limited to):

- Certification/recertification of Safe Sport Recognition by end of calendar year 2021
- Professional Development in line with PVS' mission of innovation and education
 - Donation of time/facilities/resources toward innovative coach education
 - Donation of time/facilities/resources toward innovative athlete education
- Have two or more eligible team members attend online swim official's training/clinic and as soon as available, follow up as an apprentice and certify as an official.
- Have two or more athletes actively participate as members of the PVS Athletes Committee, PVS Board, a standing PVS committee, and/or a PVS task force.
- Have two full or part time coaches from any age group level participate on the PVS board, subcommittee, and/or task force.
- Become certified as a Level 1, 2, 3 or 4 club through the club development program which helps clubs further their business and organizational success as well as coach, athlete, and volunteer development. For information, please view this [link](#).
- Commit to host/co-host PVS LSC meets in calendar years 2021-2022.
- Collaborate with neighboring organizations that support athletes and families and assist the club in expanding established relationships and creating new ones.
- Serve as a member of a USA Swimming Committee, the PVS Board and/or committee, contribute to PVS LSC events such as Swimposium, DEI camps, etc.

Letter of Agreement

- Applicant must complete a Letter of Agreement before receiving actual funding dollars
 - This will be signed by the Head Coach/Owner/CEO and the PVS Vice Chair Finance
 - This will include signature and contact information for a secondary point of contact (name, email, job title)



PVS COVID-19 Relief Guidelines
PVS Coronavirus Relief Grant – 2nd round
#SupportOurClubs

Prepared by: The Potomac Valley Swimming Board of Directors

Released: April 2, 2021

- Funded applicants are expected to participate fully in all LSC-sponsored program and professional development
 - Funded applicants are expected to participate specifically in their 3 chosen commitments
- Recipient must provide proof of funds (redacted receipts) which clearly show use of relief funds for expenses incurred during the period of September 1, 2020 through August 31, 2021
- Applicants failing to provide the information in the designated timeframe will not be allowed to register in the PVS LSC for the 2022 season (until all obligations are met)

PVS COVID-19 RELIEF GRANT APPLICATION FORM

You may click here to apply:

[PVS Coronavirus Relief Grant #SupportOurClubs](#)

If you have any questions about this form, please contact Ellen Colket, Chair of the PVS Covid-19 Relief Grant Committee, at 301-606-0807 (finance@pvswim.org) or Evan Stiles, Committee Member, at 571-279-7056 (seniorchair@pvswim.org).