

NSSA CLUB ASSISTANCE GRANT PROGRAM

Sample Grant Application Letter

This sample Grant Application Letter is provided as an example to help Clubs with their application for Grants. Using this format will not guarantee that your request will be approved, but it will make it easier for the Club making application to understand and meet all the application requirements.

Submission of your Grant Application begins the Grant process. If a Grant is awarded, then the other conditions and responsibilities of the receiving Club as shown in the Grant Program Guidelines document become effective, and must be met in order to receive Grant payment.

Please do not hesitate to forward any comments or questions regarding this sample application letter to the NSSA Asst. Director at NSSA Headquarters.

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A review of the requirements that must be met for a successful application submission:

The requesting Club must write a letter of application indicating reasons and/or justification for an NSSA grant. The letter of application should address each of the requirements listed below. The letter must also indicate how a grant, if awarded, will benefit the Club, club members and the NSSA in measurably perpetuating and growing the sport of Skeet Shooting.

The application letter must be submitted for a 2-step review against the criteria for approval **PRIOR TO** being considered by the Executive Committee for a funding decision.

Step 1: Submit to your State Association for their review and approval. Note the required signatures on the sample letter.

Step 2: If approved at the State level, next, submit to your Zone Executive Committeeman for review and approval. If approved, the Executive Committeeman then forwards to Headquarters by **no later than December 1st.**

Requirements:

- The Club must be a member club in good standing of the NSSA.
- The Club must demonstrate consistent support of the NSSA and present a plan to support the NSSA in membership growth and the hosting of NSSA registered events.
- The Club must provide a sound business plan that supports the financial stability of the club.
- The Club must be members in good standing of their State or Territorial Associations.
- The Club must provide proof of land ownership or long term lease (ten years or longer) to insure long term viability of the club and its programs.

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Sample Letter of Application - on Club letterhead:

[Date]

NSSA Club Grant Program
Attn: NSSA Asst. Director
5931 Rofit Road
San Antonio, TX 78253

Please find the enclosed request for NSSA Club Grant from the [Insert Club Name].

Overview: State the reason for asking for the Grant, and how the Grant will be used.

Details:

- Include NSSA Club member number and membership status. Provide a description of Club and existing facilities. Include pictures, images or drawings as appropriate. List hours of operation, point(s) of contact and any other relevant information.
- Summary of project(s) that the Grant will help pay for. Make reference to any equipment to be replaced, new construction to be accomplished and/or upgrades to be made in order to enable your club to help promote the growth of skeet shooting. Pre-construction photographs or images must be included with this application. List usage statistics; members, guests, targets thrown, registered shoots held, etc. Detail any special programs your club has such as leagues, youth programs, etc.
- List registered shoots to be scheduled; include NSSA issued shoot numbers.
- Business plan: include things like a current P&L or other financial report(s) that shows financial stability of the club. A sample business plan is available at no cost from the Small Business Administration to use as a guideline. The link is: (<http://www.smallbusinessnotes.com/planning/sbabusplan.html>).

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- List State or Territorial Association membership status. List any other organizations the Club has membership with, such as ATA, NRA, SSSF, SCTP, etc.
- Proof of land/buildings ownership or long term lease. Examples can include deeds, tax records or similar official documents.
- Any other supporting information to help the Executive Committee to reach the best approval decision possible.

Club President Signature

Club Skeet Chairperson Signature

State Association Officer Signature

Zone Director Signature