NATIONAL SKEET SHOOTING ASSOCIATION

NSSA CLUB ASSISTANCE GRANT PROGRAM

Application Guidelines

Deadline: December 1, 2026

Program Overview

The NSSA Club Assistance Grant Program is designed to support NSSA Member Clubs in sustaining and growing the sport of skeet shooting. Grants of up to $5,000 may be awarded for projects or initiatives that measurably enhance participation and promote long-term growth.

***Note on Prior Purchases:** Clubs that have already made purchases related to a proposed project may still apply for grant consideration, provided the application is submitted within the same application year. Reimbursement is subject to approval and proof of expenditure.*

Requirements

To be considered for the NSSA Club Assistance Grant, applicants must submit a written **Application Letter** that meets all requirements outlined below:

- **Club Contact:** Provide a name, phone number, and email address of the individual who will oversee the application.
- **Club Information:** Provide a brief history of the club, including membership information, daily operations, and a facilities overview.
- **Membership**: Must be a member club in good standing with NSSA and its respective State Association.
- **Reason for Request**: Describe the proposed project(s), how grant funds will be used, and include a brief cost estimate and photographs of the project.
- **Support for NSSA**: Describe the club's consistent support of NSSA and explain how the proposed project will support membership growth and registered events.
- **Business Plan**: Submit a sound business plan describing the club's overall operations, management, and long-term viability. *Financial Statements are not required.*
- **Land Ownership or Lease**: Proof of land ownership or a long-term lease is needed.
    - **Alternative Documentation**: In lieu of Proof of Land Ownership or Lease, a written recommendation from your Zone Executive Committeeperson may suffice.
- ***Prior Purchases**: *For clubs that have already made purchases* related to the proposed project, proof of expenditure is required, and the purchase must have been made within the same application year as the application.

Approval and Submission Process

Once the Application Letter and all required materials are complete, the application must be forwarded through the approval and submission process outlined below *(signature page included in document)*:

1. Submit the completed application to the **State Association** for initial review and approval.
2. Once approved by the State Association, submit the application to the **Zone Executive Committeeperson** for review and approval.

3. Once approved by bodies, the application must be submitted to **NSSA Headquarters no later than December 1** for consideration at the Winter Executive Committee meeting.

   Submit Completed Application via:

   Email: Christabel Cook at ccook@nssa-nsca.com

   Mail: *(Postmarked date can be no later than December 1)*
   NSSA Club Assistance Grant Program
   Attn: Christabel Cook
   5931 Roft Road
   San Antonio, TX 78253

Club Responsibilities

Once a grant has been approved for funding, the recipient club commits to the following:

1. **Proof of Expenditure**: Submit itemized receipts demonstrating approved use of grant funds. Clubs have up to two (2) years from the date of grant approval to submit receipts for reimbursement. NSSA will reimburse approved expenses upon receipt of documentation.
2. **Annual Reporting:** Submit a yearly report for three (3) years detailing membership growth, registered events hosted, and overall impact of the grant.
3. **Registered Event Hosting**: Host at least two (2) registered events annually for three (3) years, with a minimum of ten (10) participants per event

NSSA Responsibilities

NSSA commits to the following:

1. **Application Acknowledgment:** Acknowledge receipt of all grant applications and notify applicant clubs of approval or denial status.
2. **Funding and Reimbursement:** Reimburse approved clubs for eligible expenses upon submission and approval of acceptable proof of expenditure.

Binding Conditions

Once the receiving club cashes the check from NSSA, they will be considered to have accepted the terms of our agreement to include: Grant reimbursement to NSSA if the club is voluntarily dissolved, ceases operation, or fails to provide annual written report and hold two (2) NSSA registered shoots with a minimum of ten (10) participants per year, for three (3) years after receiving the grant.

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Signature Page

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NSSA Member Club Signature _____ Date _____

NSSA State Association Signature _____ Date _____

NSSA Zone Committeeperson Signature _____ Date _____