



WEBINAR Q&A: RELIEF PROGRAM FOR CLUBS

For National and Local Volunteers

[USMS COVID-19 Relief Program for Clubs](#) - we recently announced a matching grant program that LMSCs may use to support local clubs' efforts to restart Masters programs when safe and appropriate.

- Please review the [USMS COVID-19 Relief Program's matching grant framework for clubs](#) and discuss the best approach within your LMSC. Each LMSC will have a grant pool available per club based on USMS members in those clubs as of May 31, 2020. The framework ensures that LMSCs and clubs will have access to matching funds through the end of 2020 so that LMSCs may implement a grant program at the right time for their clubs without risk of funds running out. Funds provided under this program are meant to help clubs get restarted, but it's recognized they're unlikely to meet all needs. Clubs with greater needs should look to their members and local communities for additional assistance.

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Are there any checks and balances to assure that the clubs actually spend the money as stated in their applications?

- That will be up to the LMSCs to decide. It's recommended that the LMSC should request documentation i.e. cancelled checks to verify that the club has spent money on approved expenses

It is unclear if a workout group have to go through its club for relief or directly to its LMSC

- The workout group would need to coordinate with their club, unless they have a separate EIN to report under. The workout group can apply but would need to get the club EIN for completing the W9.

Who received the email regarding the grant program?

- The initial announcement went out to all national and local level volunteers. There was also a mention of the relief funding in the June 30th Message from the President, which was sent to all national and local level volunteers. The reminder about the webinar was sent to LMSC officers.

How is the money being divided amongst the LMSC's? Thank you.

- The money is based on the number of USMS members per LMSC. The calculation was done to estimate funds that will be needed to properly match a per swimmer amount based on 2020 members.

Where can we find the # of Gold Clubs in our LMSC? Is it publicly listed for easy reference or in the registration database accessible to the membership coordinator?

- [Contact volunteer services.](#)

The fund is only for clubs who will have a pool access?

- No. LMSCs will decide if funds can be used to secure open water venues or be used for other items of necessity to keep the club operating.

How will we get the money?

- Steps to secure and distribute USMS matching funds:
 1. Develop LMSC framework for club grants
 2. [Submit Matching Grant Application to the Relief Funding Panel](#)
 3. Matching grant will be reviewed within 3 business days
 4. Once approved, accept grant funding applications from clubs
 5. Distribute funds, including matching amount, to approved clubs

6. [Submit Matching Grant Reimbursement Form](#)
7. Funds will be distributed to LMSC through EFT on the 15th of the month following a submitted reimbursement form (e.g. all reimbursements submitted by August 31 will be disbursed on Sept 15)

Can a healthy Club be used as a pass through to financially struggling workout groups?

- Matching grants from USMS may go to the healthy club or the registered workout group affiliated with the club.

Can a LMSC match funds by in-kind donations - ie: staffing officials at meets, etc. Or comping entries as an incentive to host a meet

- No. Funds should be provided by way of something traceable such as a check. LMSC's may propose this in their grant funding application

Is the money first come first served until the money runs out?

- Financial models indicate that the pool of matching funds will not be depleted.

Under "Notes" #2 what is meant by "share best practices from those LMSCs that move quickly to establish their funding programs"

- If an LMSC proposes a model different than the standard grant funding models, and the board panel approves the model, that model will be shared with other LMSCs.

Please address the W-9 form and the EIN aspect again.

- We are requesting a W9 be completed for each club/workout group applicant so that we can maintain documentation that funds are being given only to businesses (not individuals) and so information necessary to send out any require 1099s in January will be readily available.

The grant is based upon "need" but what is the determination of "need"?

- There are examples of needs posted on the [grant funding framework](#). Relief should be based on short-term needs or hardships, related to COVID-19 and new social distancing guidelines and requirements, related to COVID-19 and new social distancing guidelines and requirements, in order to re-start Masters programming, for example:
 1. A shortfall in reserves and cash flow due to loss of revenue for recurring monthly expenses including coaches pay and administrative expenses. Inability to pay coaches, due to loss in revenue.
 2. Need additional lane space to accommodate swimmers due to social distancing guidelines.
 3. Need to rent space at an alternative facility due to longer-term closure of current pool (e.g. many high school and college facilities are closed until at least the fall).

4. Need funds to cover additional hours for coaches to be on deck due to social distancing guidelines.
5. Need funds to cover costs associated with requisite facility lifeguards due to social distancing guidelines.
6. Need funding to cover additional insurance requirements required by the facility.

In the sample LMSC grant application, could USMS provide more Examples of the financial hardships. This would help the LMSC evaluate applications.

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 - A shortfall in reserves and cash flow due to loss of revenue for recurring monthly expenses including coaches pay and administrative expenses. Inability to pay coaches, due to loss in revenue.
 - Need additional lane space to accommodate swimmers due to social distancing guidelines.
 - Need to rent space at an alternative facility due to longer-term closure of current pool (e.g. many high school and college facilities are closed until at least the fall).
 - Need funds to cover additional hours for coaches to be on deck due to social distancing guidelines.
 - Need funds to cover costs associated with requisite facility lifeguards due to social distancing guidelines.
 - Need funding to cover additional insurance requirements required by the facility.

Is the LMSC expected to match USMS funds?

- Opposite. USMS will match the LMSC funds if the LMSC proposes a grant funding plan that is approved by USMS

How are you defining 'early adopters' for the Unified fee? It is those clubs that opted in for the fee last year?

- It the clubs registered in the LMSCs that were early adopters of the unified fee for 2020

Is it "first come first served" even though the deadline to apply for matching grants from USMS is December 31st?

- Funds are not expected to run out.

How quickly will the funds be made available from USMS?

- All reimbursement requests received by the end of the month will be paid out by the 15th of the following month.

My question might be more general. How are teams making decisions about collecting fees from members who may not feel comfortable coming back immediately? The issue is needing the funds to pay for pool time. If we let on new members instead, there may not be space when original members are ready to return. Does that make sense? Would this be a reason to apply for a grant?

- USMS wants to insure the safe return to the water for our clubs and members. Secure the pool with the funds and expand pool time as returning members arrive. Continue to recruit new members.

What happens if the money is depleted before all of the applications are submitted? That is, if someone waits until December (which the website says is okay) might there be no more money.

- Funds are expected to last.

When you mentioned hardship for a club, do you expect a Club to use up most of its reserves before applying or when it's monthly expenses are above its revenue as it reopens? Or is this up to the LMSCs

- LMSCs decide. They may determine a minimum level of solvency say six months of expenses in reserve for each club.

As being in club finder is a requirement. Can we get a list of all the clubs in our LMSC in club finder?

- No, being in club finder is not a requirement, but being a registered club/workout group of USMS is required. A list can be obtained from [volunteer services](#).

USMS reimbursement - so to be clear - the LMSC pays the whole amount - USMS + LMSC portion - before we submit the reimbursement form to USMS?

- It is up to the LMSC to decide if they want to (and have funds available) pay their portion to the club, request the matching from NO, and then make a second payment to the club for the matching funds, or just pay the full amount to the club to begin with and [request to be reimbursed by NO for the matching portion](#).

Are workout groups associated with Lifetime Fitness eligible?

- Yes. If they have registered as a USMS workout group

Should the LMSC pay the double amount and then get reimbursed? Or pay our portion and then pay the clubs the matching amount later?

- Your choice.

If we use the club as a pass through would the dollar limit be based upon the club membership or the workout group membership

- The matching grant is determined by actual number of members registered either with the parent club or workout group.

"Is this accurate: You have created the overall funding amount based on #swimmers/club to quantify what potential funding each LMSC might get.

Q: In assessing need, How much liberty does the individual LMSC have in funds distribution for their own club (ie does this grant HAVE to be executed as matching funds per swimmer) club?"

- Yes. Money is not allocated to individual LMSCs but the amount of matching grants (\$250K) was determined based on total USMS membership.

What if a club or workout group does not have an EIN? Must they apply for one?

- They either have to apply for an EIN or go through the club that does have one if it is a workout group.

To expand on my previous question, so a LMSC may pay an official and/or comp entries and produce a check that was payable to officials and a copy of entries from Club Assistant?

- No - the LMSC would need to pay the club and the club can decide if they want to use the funds to pay officials or comp fees.

Will you provide a dashboard of the amount of funds granted on a periodic basis (i.e. monthly)?

- Yes! This will be added to the [USMS COVID-19 Relief Program for Clubs](#) page on the web.

So the LMSC would also have to send each club a 1099?

- Only if the dollar amount was \$5,000 or more.

I imagine some LSMCs are cash-rich, some are cash-poor. Regardless of membership numbers. Can you dig into the impact this may have on funding....if an LMSC can afford to do this, there will be matching \$ from National Office...great! What efforts are in place to assist any LMSC's that do not have sufficient reserve?

- After analyzing 2019 LMSC financial statements and considering there will be no annual meeting expenses in 2020, every LMSC except two, should be able to fund every club in their LMSC if they select the standard club relief model.

Regarding Note #3 on the [USMS COVID-19 Relief Program's Matching Grant Framework page](#): Clubs that commit to becoming a Gold Club by October 31, 2020, will be marked as such on Club Finder. If the club submits their application to the LMSC noting they are a Gold Club, USMS matching funds will be available, pending approval by the USMS Board COVID-19 relief funding panel. Please contact Club and Coach Services to learn how clubs can become a Gold Club.

- The grant funds have been calculated with the assumption that clubs and workout groups may elect to be Gold clubs by the deadline.

How was the \$250,000 from USMS amount figured?

- After analyzing 2019 LMSC financial statements and considering there will be no annual meeting expenses in 2020, every LMSC except two, should be able to fund every club in their LMSC if they select the standard club relief model.

Does Note #3 on [the USMS COVID-19 Relief Program's Matching Grant Framework page](#) mean that the potential per member matching funds for a specific LMSC is based on the commitment to become a Gold Club by Oct 31 or the actual Gold Clubs as of May 31st?

- The commitment to become a Gold Club by Oct 31, 2020.

Will the clubs need to provide receipts to LMSC?

- Recommended but up to the LMSC.

Has there been any survey of clubs at the local or national level to determine need for clubs?

- Yes. We surveyed coaches and club contacts and have had numerous conversations with clubs around the country. The items in #6 of the Grant Framework were identified as the top needs. There are certainly others.

Before granting any relief funds, should the LMSCs develop a budget, similar to the USMS Covid-19 relief budget, based upon total number of members, clubs, workout groups, and Gold Clubs?

- That would be a good practice in evaluating the amount your LMSC wants to distribute and the financial impact on reserves/budget.

Follow-up to above question: Could USMS assist the LMSCs with the metrics for this budget?

- Yes. It's a relatively simple equation outlined in the [#4 and #5 in the Grant Framework bullets](#).

The LMSCs have much lower registration for 2020. Are the fund maximums based on the 2020 membership or 2019?

- Based on 2020 membership.

So is the cap based at the LMSC level, or at the club or workout level

- It is an amount per USMS member.

However...since it's a matching fund, the LMSCs may run out of money.

- We analyzed what we know about LMSC reserves, spending on convention and 2020 membership and only identified 2 LMSCs that might have an issue. We'll work with them directly if they want to participate. And we're asking that LMSC make the best decision for the clubs and finances.

If our LMSC agreed to the 2020 year plus membership, would this count as an early adopter of the unified fee?

- No. Only those that adopted the unified fee early for all of 2020 are included in the increased funds for matching grants.

Can the LMSC request a matching grant to support unattached to a club group?

- No. Matching grant money is based on members attached to clubs.

Would you recognize a club or WOG that registers now for 2020 for a grant?

- No. Only clubs or workout groups that were in place on May 31, 2020. And the equation will be based on members in the club or workout group on that date.