

## Travel & Training: FAQ

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We understand that applying for a grant can be a lengthy process so we'd like to make it as easy as possible for you or your team to apply for a Travel & Training Fund Grant. Below you'll find a list of some of our most frequently asked questions. Prior to contacting us with your question(s), we ask that you take a look at this list to see if your question(s) are already on it. If they are, scroll down to find the corresponding answers.

- What is the Travel & Training Fund?
- What is the total amount awarded in grants?
- What is the deadline for the 2012 grant cycle?
- What are the application guidelines and eligibility requirements?
- What do you consider "amateur status"?
- Does "financial compensation" apply to athletes who have received prize money from competitions or only to athletes who receive a salary from a professional team?
- Does receipt of the grant as an individual affect the amateurism of prospective or enrolled student-athletes?
- How do I access the online grant application?
- I forgot my password. How do I retrieve it?
- Is a Tax ID number required to register on your grant-management system?
- Where can I find my National Governing Body's (NGB) contact info?
- Can I apply for a grant if my sport doesn't have a governing body?
- I am not affiliated with a NGB (e.g., USA Archery, USA Basketball, USA Curling, USA Rugby, etc.) but with a different entity (e.g. Special Olympics). Can a letter from this entity be accepted as an appropriate substitution for a NGB letter?
- How do I know whether I should apply for an Individual or a Team grant?
- Do the questions regarding disciplinary measures and felonies apply to past members of the team, or only to members of the team who are currently competing?

- Do the questions regarding disciplinary measures and felonies apply to current team members for past discretions while participating on other teams?
- If I don't have any corporate sponsorship or other items listed, do I leave the boxes blank on the budget form?
- Does "Salary/Wages" imply annual income to date or an annual income projection for the entire year?
- How should I format the salary/wages on the budget form for a team grant application?
- Does my spouse's/partner's salary qualify under the "Other Household Income/Support" or "Other Sources" portion of the application?
- I'm having a hard time saving the completed Budget form, what should I do?
- Can my first letter of recommendation be from my local or regional Sports Governing Body?
- Should the second letter of recommendation be written by an individual affiliated with the team (a coach or player) or by an individual with no official affiliation (a referee or other member of the community)?
- How do I view and/or print my online application packet?
- Do I have to enter all of the application information at one time?
- Can I copy and paste text from Microsoft Word?
- Will I be notified of the receipt of my application?
- How do I find out the status of my application?
- Who do I contact if I need technical assistance or have further questions?

## **Q: What is the Travel & Training Fund?**

A: The Travel & Training Fund was established in 1984 to provide direct financial assistance to aspiring athletes with successful competitive records who have the potential to achieve even higher performance levels and rankings. Requests for assistance are considered for coaching, specialized training, equipment, attire and/or travel and will be based, in part, on need. The Fund is replenished through individual, foundation and corporate contributions.

## **Q: What is the total amount awarded in grants?**

A: A minimum of \$100,000 in grants will be awarded each calendar year.

**Q: What is the deadline for the 2012 grant cycle?**

A: June 8, 2012

**Q: What are the application guidelines and eligibility requirements?**

A: Read the [Travel & Training Fund guidelines and eligibility requirements](#).

**Q: What do you consider “amateur status”?**

A: Athletes who DO NOT play in a professional league with financial compensation are considered amateurs by the Women's Sports Foundation.

**Q: Does “financial compensation” apply to athletes who have received prize money from competitions or only to athletes who receive a salary from a professional team?**

A: Athletes who have received prize money from competitions are still considered amateurs in this sense.

**Q: Does receipt of the grant as an individual affect the amateurism of prospective or enrolled student-athletes?**

A: Yes. Please be aware that it is likely that, by accepting a grant, an athlete's college eligibility may be affected. Check the financial aid regulations of the NCAA or sports organization governing your current or future high school, college or university to avoid jeopardizing your eligibility for sports participation. If you have specific questions about your collegiate eligibility, please contact NCAA Academic and Membership Affairs staff at 317.917.6222 or your local high school athletic association.

**Q: How do I access the online application?**

A: [Go to the online grant application](#). Please note that you will need to register on the Foundation's grant-management system to get the application.

Note that, even if you previously registered on [www.WomensSportsFoundation.org](http://www.WomensSportsFoundation.org), you must register again on our grant-management system to access the online application.

**Q: I forgot my password. How do I retrieve it?**

A: On the [log-on page](#), click on “Forgot your Password?,” then enter your e-mail address to receive your password by email.

**Q: Is a Tax ID number required to register on your grant-management system?**

A: No. Our system will allow you register without a Tax ID number.

**Q: Where can I find my National Governing Body’s (NGB) contact info?**

A: This information can be found on your NGB’s website under “[Contact Us](#).” For example if your sport is basketball you would go to [www.usabasketball.com](http://www.usabasketball.com) and refer to “[Contact Us](#).” You can also find the information in the USOC’s NGB Directory. [Access the directory](#) and refer to the “Olympic Sport Organizations”

**Q: Can I apply for a grant if my sport doesn’t have a governing body (e.g. sportbike freestyle)?**

A: No. While we want athletes of new and developing sports to apply to the Travel & Training Fund, current rules require a letter from your sport’s governing body on official letterhead in order to apply for a grant.

**Q: I am not affiliated with a NGB (e.g. USA Archery, USA Basketball, USA Curling, USA Rugby, etc.) but with a different entity (e.g. Special Olympics). Can a letter from this entity be accepted as an appropriate substitution for a NGB letter?**

A: Yes, a letter from an organization such as the Special Olympics can be submitted, but letters from non-NGB organizations will be closely vetted for appropriateness. Further, an applicant without an affiliation with a formal NGB must still demonstrate that she is among the top athletes in her sport.

**Q: How do I know whether I should apply for an Individual or a Team grant?**

A: If you participate in an individual sport, you should apply for an individual grant. Although there are sports that have both individual and team competitions (e.g. rowing), we encourage athletes to apply as individuals, especially if you have relevant individual athletic history and accomplishments. Apply as a team only if you are seeking funding for your entire team.

If you participate in a team-only sport, we encourage you to apply for a team grant. On your application, make sure you include information pertaining to your entire team (e.g. team accomplishments, goals, etc.).

**Q: Do the questions regarding disciplinary measures and felonies apply to past members of the team, or only to members of the team who are currently competing?**

A: These questions only apply to those members of the team currently competing who will benefit from the grant.

**Q: Do the questions regarding disciplinary measures and felonies apply to current team members for past discretions while participating on other teams?**

A: Yes, these questions apply to any disciplinary measures taken against current team members in the past.

**Q: If I don't have any corporate sponsorship or other items listed, do I leave the boxes blank on the budget form?**

A: Please insert \$0 in those boxes to clearly indicate that you do not receive corporate sponsorship, etc.

**Q: Does "Salary/Wages" imply annual income to date or an annual income projection for the entire year?**

A: Please include your annualized salary (projection for entire year). The "to date" information is applicable for Corporate Sponsorships, Donations, Prize Money, etc.

**Q: How should I format the salary/wages on the budget form for a team grant application?**

A: We ask that each team member's salary (from their job) be listed separately. This is consistent with what we ask of an individual applicant.

**Q: Does my spouse's/partner's salary qualify under the "Other Household Income/Support" or "Other Sources" portion of the application?**

A: Please include this information under "Other Household Income/Support".

**Q: I'm having a hard time saving the completed Budget Form, what should I do?**

A: If you are having a hard time saving the form, we recommend that you print a copy then scan it as a PDF and upload that PDF to your application. If you are still having trouble, please [e-mail Elizabeth Flores](mailto:Elizabeth.Flores@womenssportsfoundation.org) to obtain the form in a different format.

**Q: Can my first letter of recommendation be from my local or regional Sports Governing Body?**

A: No. Your letter must be from the National Governing Body for your sport and on that NGB's letterhead. Letters from local entities will not be accepted.

**Q: Should the second letter of recommendation be written by an individual affiliated with the team (a coach or player) or by an individual with no official affiliation (a referee or other member of the community)?**

A: The second recommendation letter can be from anyone particularly familiar with your individual or your team's competitive athletic record. We recommend that the letter be written by an individual affiliated with the team such as a coach.

**Q: How do I view and/or print my online application packet?**

A: You must go to the top of the application page and click "Print Packet" to view or print your application packet.

Please be sure to check that your budget and letters are attached properly. If you have any issues we suggest you check the file type. We recommend you use .doc, .docx, .xls, .xlsx or PDF files. We are currently unable to convert iWork (Mac) files, such as documents with a .pages file extension.

**Q: Do I have to enter all of the application information at one time?**

A: No. Applicants can save their work at any time, regardless of whether they've filled out all required fields in the application. Use your username and password to access, complete and submit your application before the deadline.

**Q: Can I copy and paste text from Microsoft Word?**

A: Yes. Although some formatting is lost, including bullet points, the text remains intact and usable.

**Q: Will I be notified of the receipt of my application?**

A: Yes. All applicants will receive an e-mail confirming the receipt of their application.

**Q: How do I find out the status of my application?**

A: [Log on](#) to our grant-management system to check the status of your application.

**Q: Who do I contact if I need technical assistance or have further questions?**

A: Please feel free to call us at 516.542.4700 or [e-mail Elizabeth Flores](#).

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