



# **Guidelines for Accountability Report Individual Grants**



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## Introduction

**Congratulations** on receiving grant funding from the USTA Midwest Tennis & Education Foundation! We believe tennis develops life skills, healthy life choices and that education is a pathway to success. We sincerely hope that this grant has helped them to continue along the tennis path they have set out on and has allowed for growth in their tennis career. We sincerely hope that this funding has been able to do just that.

This document is intended to assist you through the process of completing and submitting your Accountability Report. It is important to note that all grantees **MUST** complete and submit an Accountability Report **by November 1<sup>st</sup>** of the current year. If this report is not returned by November 1st, the applicant will not be eligible next year for consideration of any grants even if all requirements to apply are met.

Accountability Reports allow us to share stories from our grant recipients with our donors and supporters who play a vital role in the Foundation's ability to provide grants and scholarships to players. The report also helps us verify that the total funds were used in the way they were intended.

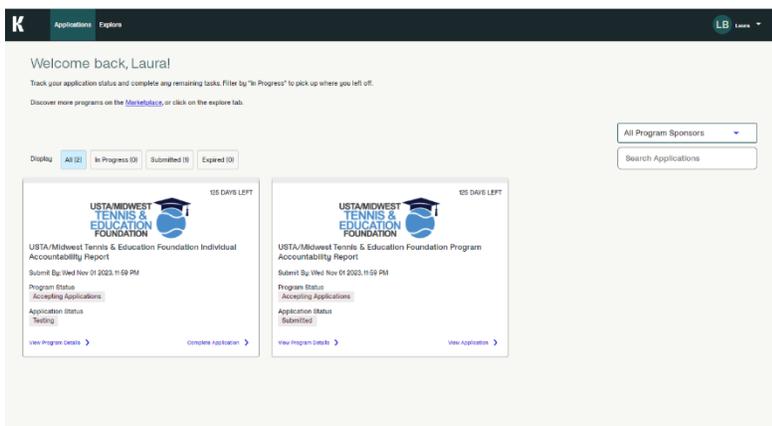
Should you need any assistance, have any questions about the Accountability Report, or have extenuating circumstances that preclude you from submitting the Accountability Report by November 1<sup>st</sup>, do not hesitate to contact us at [grantsandscholarships@midwest.usta.com](mailto:grantsandscholarships@midwest.usta.com).



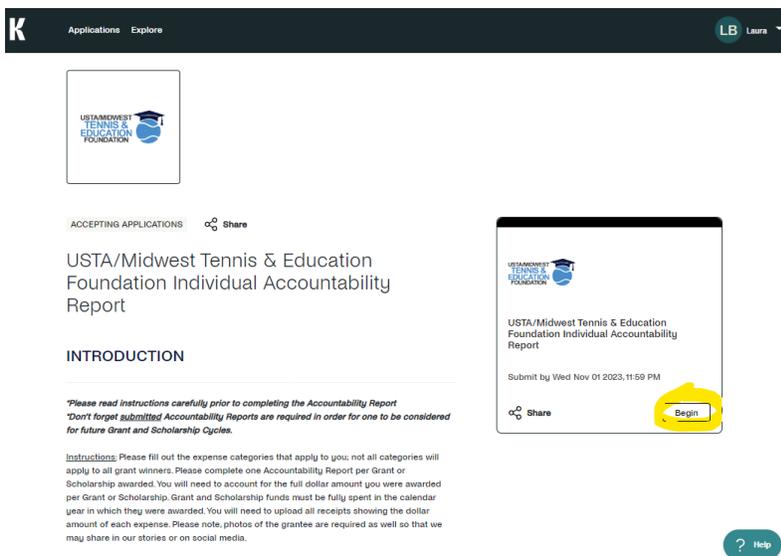
## Step 1: Accessing Your Accountability Report

To access your Accountability Report, you will need to log into your Kaleidoscope account [apply.mykaleidoscope.com]. This same link will be provided to you again in an email you will receive advising you of the upcoming November 1st submission deadline.

Once in your account, you will see the following. Click on the “Complete Application” to complete your Accountability Report.



Once in your application you will see the following. Click on the “Begin” button to start the Accountability Report.





## Step 2: Completing an Accountability Report

Once you have accessed your Accountability Report, you will be directed to answer a series of questions pertaining to how you spent the funds that you were awarded. Below is a summary of the questions and information that will be needed to complete your Accountability Report. Keep in mind the following:

- Not all categories may apply,
- If you are awarded more than one grant you will need to complete a separate Accountability Report for each one.
- You will need to account **for the full dollar amount** you were awarded.
- Grant and scholarship funds must be fully spent in the calendar year in which they were awarded.
- You will need to upload all receipts showing the dollar amount of each expense listed.



**ACCOUNTABILITY REPORT TEMPLATE**

Grant Winner's Name:  
 Grant Awarded:  
 Awarded Amount:  
 Date:

**Tournament Expenses**

Entry Fee	\$ _____
Gas for driving	\$ _____
Rental Car	\$ _____
Airfare	\$ _____
Lodging	\$ _____
Meals	\$ _____
Other	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>

**Program**

Program Name \_\_\_\_\_  
 Length of Program \_\_\_\_\_  
 (i.e., number of weeks)  
 Cost of Program \$ \_\_\_\_\_

**Training**

Number of Coaching Hours Provided \_\_\_\_\_  
 Total Cost for Coaching \$ \_\_\_\_\_

**Class / Lesson**

Number of Lessons \_\_\_\_\_  
 Total Cost of Lesson(s) \$ \_\_\_\_\_

**Court Time**

Amount of Time Court(s) Rented For \_\_\_\_\_  
 Total Cost of Court Time \$ \_\_\_\_\_

**Clinic**

Clinic Name \_\_\_\_\_  
 Length of Clinic \_\_\_\_\_  
 (i.e., number of hours, days, weeks)  
 Cost of Clinic \$ \_\_\_\_\_

**Camp**

Camp Name \_\_\_\_\_  
 Cost of Camp \$ \_\_\_\_\_

**Other Costs**

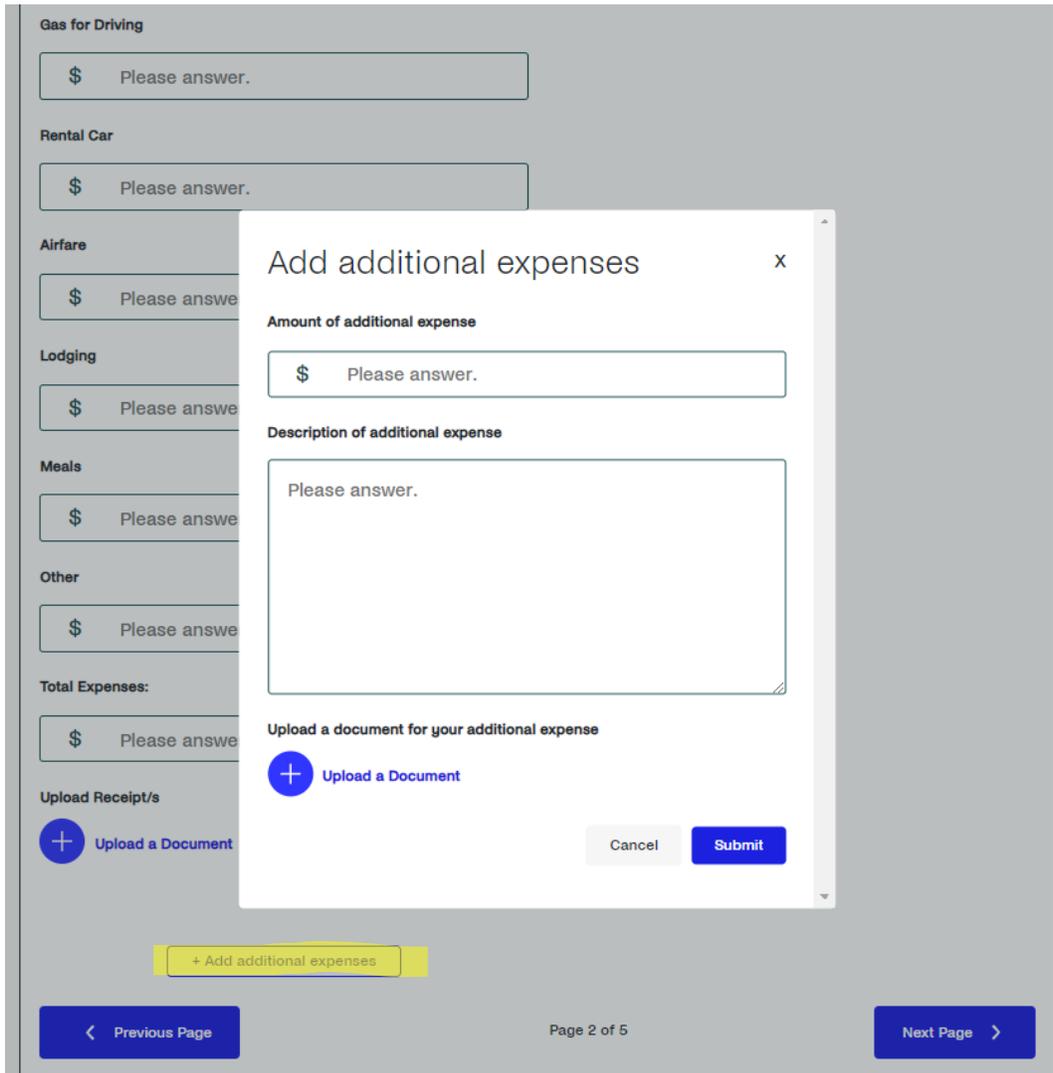


<b>Other Cost (Please specify)</b>	
<b>Other Costs</b>	\$ _____
<b>Equipment (i.e., Racquet, Balls, etc.)</b>	
<b>Equipment Type</b>	_____
<b>Equipment Cost</b>	\$ _____
<b>Tuition*</b> Only Applicable for MTEF Scholarships Winners	
<b>Tuition</b>	\$ _____

We appreciate hearing from parents about how the grant funding was used, however we would like to hear directly from the grant recipient.

Grant recipient: Please use the space below to describe how this grant has been beneficial in helping you with tournaments, travel expenses or with program tuition. Please include results from tournaments you participated in during this grant period, how the program(s) and/or how lessons impacted you along with achievements received. The USTA/ Midwest Tennis & Education Foundation uses these stories to help inform donors of how vital their role is in the Foundation's ability to provide grants and scholarships to players throughout our organization.

\*Please note at the bottom of each page of the report you are given the opportunity to add additional expenses. This should be used if you participated in multiple tournaments, clinics, classes, etc.



The screenshot shows a web form for reporting expenses. The background form has sections for: Gas for Driving, Rental Car, Airfare, Lodging, Meals, Other, Total Expenses, and Upload Receipt/s. Each section has a text input field with a dollar sign icon and the placeholder text "Please answer.". A modal window titled "Add additional expenses" is open in the center. It contains: a close button (X), a section for "Amount of additional expense" with a text input field, a section for "Description of additional expense" with a larger text area, a section for "Upload a document for your additional expense" with a blue circular button containing a plus sign and the text "Upload a Document", and "Cancel" and "Submit" buttons at the bottom. Below the modal, there is a yellow button labeled "+ Add additional expenses". At the bottom of the page, there are "Previous Page" and "Next Page" buttons, and the text "Page 2 of 5".



### Step 3: Submitting Your Accountability Report

After entering all expenses, writing your reflection, and uploading photos, you will be given an opportunity to review your Accountability Report.

After reviewing make sure to click submit in the upper right corner of the page to fully submit your completed Accountability Report.

A screenshot of a web application interface for submitting an accountability report. The page has a white background with a blue header containing the USTA/Midwest Tennis & Education Foundation logo. The main heading is "USTA/Midwest Tennis & Education Foundation Individual Accountability Report". Below the heading, it says "Submit by Wed Nov 01 2023, 11:59 PM" and a link "View program details >". A note reads "Please review your application below. If everything looks good, please hit submit." The page is divided into four sections, each with an "Edit" button and a page count: 1. Let's Get Started! (8 pages), 2. Tournament Expenses (9 pages), 3. Additional Details: (27 pages), and 4. Almost done! (3 pages). At the bottom left is a blue button labeled "Previous Pages" with a left arrow. At the bottom center is the text "5 of 5 Page". In the upper right corner, there is a blue "Submit" button, which is circled in yellow.



**Appendix: Sample Accountability Report**

Grant Winner's Name: **John Doe**  
 Grant Awarded: **Individual Grant**  
 Awarded Amount: **\$500**  
 Date: **8/10/2023**

**Tournament Expenses**

Entry Fee	<b>\$123.05</b>
Gas for driving	<b>\$55.03</b>
Rental Car	\$
Airfare	\$
Lodging	<b>\$219.47</b>
Meals	<b>\$124.19</b>
Other	\$
<b>Total Expenses</b>	<b>\$521.74</b>

**Program**

Program Name	_____
Length of Program (i.e., number of weeks)	_____
Cost of Program	\$ _____

**Training**

Number of Coaching Hours Provided	<b>35 hours</b>
Total Cost for Coaching	<b>\$1295.00</b>

**Class / Lesson**

Number of Lessons	_____
Total Cost of Lesson(s)	\$ _____

**Court Time**

Amount of Time Court(s) Rented For	<b>25 hours</b>
Total Cost of Court Time	<b>\$500</b>

**Clinic**

Clinic Name	_____
Length of Clinic (i.e., number of hours, days, weeks)	_____
Cost of Clinic	\$ _____

**Camp**

Camp Name	<b>Junior Summer Camp</b>
Cost of Camp	<b>\$695</b>

**Other Costs**



<b>Other Cost (Please specify)</b>	
<b>Other Costs</b>	\$
<b><u>Equipment</u> (i.e., Racquet, Balls, etc.)</b>	
<b>Equipment Type</b>	<b>Racquet</b>
<b>Equipment Cost</b>	<b>\$138.03</b>
<b><u>Tuition</u></b> *Only Applicable for MTEF Scholarships Winners	
<b>Tuition</b>	\$

We appreciate hearing from parents about how the grant funding was used, however we would like to hear directly from the grant recipient.

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**Dear Midwest Tennis and Education Foundation,**

Thank you for continuing to support me with a grant. The funds allowed me to participate in three Midwest tournaments. These tournaments continue to be a vital part of my development. In my last tournament (Midwest Level 2), I came away with three wins and was able to compete in some very competitive matches. I was also able to play in the Midwest Level 1 in which I played one of my best matches ever, losing to the 5 seed in a very tight match. This grant also allowed me to train regularly with an ATP Professional who is currently back in the Terra Haute are due to Covid-19 halting his regular season. Although the pandemic has added some additional barriers this year, it does come with some positives, and I am very fortunate to have my ATP Professional here to coach me.

I am happy to announce that I have committed to playing Division 1 tennis at IUPUI next year. I am excited for this opportunity to play at the next level. It has always been a goal of mine to be able to play college tennis and IUPUI seems to be a perfect fit. The support from MTEF has helped me to grow into the player I am today, and I am grateful for all of your support throughout my junior career.