



Guidelines for Accountability Report Organization 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 your program to continue along the tennis path you have set out on and has allowed for growth.

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 1st** 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 1st, do not hesitate to contact us at 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 your accountability report listed under the Applications tab. You will see one Accountability Report per grant received. Your report will be in an “In Progress” status. Click on the “Complete Application” button in the bottom right corner of the tile to complete your Accountability Report.

The screenshot shows the Kaleidoscope application dashboard. At the top, there is a navigation bar with 'Applications' and 'Explore' tabs, and a user profile 'LB Laura'. Below the navigation bar, a welcome message reads 'Welcome back, Laura!' followed by instructions to track application status and complete remaining tasks. There are filters for 'All (3)', 'In Progress (1)', 'Submitted (1)', and 'Expired (0)'. A search bar and a dropdown for 'All Program Sponsors' are also visible. The main area displays three accountability report tiles, each with the USTA/Midwest Tennis & Education Foundation logo and a '125 DAYS LEFT' timer. The first tile is for a 'Scholarship Accountability Report' with a status of 'In progress'. The second is for an 'Individual Accountability Report' with a status of 'Testing'. The third is for a 'Program Accountability Report' with a status of 'Submitted'. Each tile includes a 'Complete Application' button and a 'View Program Details' link.

This is a detailed view of one of the accountability report tiles. It features the USTA/Midwest Tennis & Education Foundation logo and a '125 DAYS LEFT' timer. The title is 'USTA/Midwest Tennis & Education Foundation Program Accountability Report'. Below the title, it shows the submission deadline: 'Submit By: Wed Nov 01 2023, 11:59 PM'. The 'Program Status' is 'Accepting Applications' and the 'Application Status' is 'Submitted'. At the bottom, there is a 'View Program Details' link and a 'View Application' button. A 'Help' icon is also present in the bottom right corner.



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. You will be asked to fill out only the expense categories that apply to you, keeping 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.



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 interface is displayed within a window titled "K" with "Applications Explore" and a user profile "LB Laura". The main content area has a white background and features the USTA/Midwest Tennis & Education Foundation logo at the top left. The title "USTA/Midwest Tennis & Education Foundation Program Accountability Report" is centered, with a "Resume" link and a blue "Submit" button to the right. Below the title, it says "Submit by Wed Nov 01 2023, 11:59 PM" and a "View program details" link. The report is divided into four sections, each with an "Edit" button and a page count: 1. Let's Get Started! (11 pages), 2. Budget/Expense Information (10 pages), 3. Actual Revenue/Income Information (8 pages), and 4. Reflection (8 pages). A "Help" button is visible in the bottom right corner of the window.



ACCOUNTABILITY REPORT TEMPLATE

Organization’s Name:

Organization Grant Award:

Awarded Amount:

Report Completion Date:

Actual Program Start Date:

Actual Program End Date:

Total number of Individuals served:

Elementary/ Middle School:

High School:

College:

Adults:

Location(s) of Program (city and state):

End of Program Budget Information

Actual Income and Expenses

***Complete with actual dollars spent on the specific program you were awarded fund for.**

Expenditures

Equipment	\$ _____
Balls	\$ _____
Racquets	\$ _____
Facility / Court Rental Fees	\$ _____
Instructor / Staff: Stipend or Salary	\$ _____
Meals	\$ _____
Advertising & Marketing	\$ _____
Scholarships	\$ _____
Actual Total Expenses	\$ _____

Income

Actual Revenue / Income	\$ _____
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Total Amount of Foundation Grant	\$ _____
Other Grant Funding Received	\$ _____
Sponsorships	\$ _____
Donations	\$ _____
Fundraisers	\$ _____
Program Fees Charged	\$ _____
Other Income	\$ _____

Describe your program's success:

Describe any challenges experienced:

How did your organization and/or community benefit from receiving this funding?

How did your program benefit the community?

Were there any unexpected results?

Please use the space below to describe how this grant has been beneficial to your program and community. 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.



Appendix: Example of Completed Accountability Report

Organization’s Name: Tennis Fun!

Organization Grant Award: MTEF Organization Grant

Awarded Amount: \$2,500

Report Completion Date: 8/10/2023

Actual Program Start Date: May 15, 2023

Actual Program End Date: June 15, 2023

Total number of Individuals served: 38

Elementary/ Middle School: 38

High School: n/a

College: n/a

Adults: n/a

Location(s) of Program (city and state): Indianapolis, IN

End of Program Budget Information: Actual Income and Expenses

***Complete with actual dollars spent on the specific program you were awarded fund for.**

Expenditures

Equipment	\$ 469.00
Balls	\$ 976.00
Racquets	\$ 499.75
Facility / Court Rental Fees	\$ 4,750.00
Instructor / Staff: Stipend or Salary	\$ 396.08
Meals	\$
Advertising & Marketing	\$ 175.00
Scholarships	\$
Actual Total Expenses	\$ 7,265.83

Income

Actual Revenue / Income	\$
Total Amount of Foundation Grant	\$ 2,500.00
Other Grant Funding Received	\$
Sponsorships	\$
Donations	\$ 585.00



Fundraisers	\$ 3,438.00
Program Fees Charged	\$ 40/player
Other Income	\$

Describe your program’s success:

96% reported improved health and well-being including strength, endurance, and mental health.

96% reported increased self-confidence and self-esteem.

88% felt encouraged to exercise more.

82% felt less socially isolated.

Describe any challenges experienced: Funding is always our number one challenge. Receiving this grant helped alleviate much of this burden.

How did your organization and/or community benefit from receiving this funding? This grant allowed us to again open our doors to young players. It allowed us to positively impact middle school students, develop relationships, build a foundation for a healthy lifestyle, and increase self-confidence and self-esteem.

Were there any unexpected results? We always hope to impact students’ relationships and self-esteem but seeing it in person develop is the greatest reward.

Please use the space below to describe how this grant has been beneficial to your program and community. 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.

█████ began running Junior Team Tennis in mid-May and we are continuing to run the program now with the intention of doing so year-round. With the generous support of this Program Grant from the USTA/Midwest Tennis and Education Foundation, we have served 38 youth and provided 233 hours of physical activity in 26 weeks.

JTT is a fun, low-pressure program to help players gain more experience in match play. All players are welcome, although we tend to attract more players of beginner skill levels. The younger crowd allows for a lot of engagement and learning. Our lead coach’s favorite aspect, though, is that it allows for the participants to have "matches" (even if they only take place during practice) in middle school. It's something she wishes she would have had when she was young because her first match was in high school, and it is very overwhelming for a young player.

The lead coach likes to focus on match play strategies, if possible. If the players are just beginning, they focus on the basics first. They go over all the usual tennis skills, but also integrate leadership. For instance, a few players were not calling the lines correctly a couple of practices ago, so they changed course and gave a quick lesson on why it is essential to have good sportsmanship in tennis.

There have also been many first-time tennis players who join the program this fall and winter. One player, in particular, enjoyed our program so much that she decided to join our FNT as well and sign up for her school's tennis team. Since joining JTT, she has made considerable improvements, and the lead coach is excited to find out if she



made the school's Varsity team. The lead coach believes tennis will be her primary sport throughout high school because of JTT.

When the lead coach has low attendance numbers, she utilizes the opportunity to hold private/semi-private lessons for JTT players. That is when she can make a lot of progress with the players in attendance. There was one player that couldn't get her wrist and grip to cooperate for topspin for several weeks so JTT practices. But, once she had a private lesson with the lead coach, it clicked, and her confidence skyrocketed as a result.