

Three dark blue golf bags with white and red accents, featuring the USA logo and a red star, are lying on a green golf course. The bags are positioned horizontally across the upper third of the image. The background is a blurred green field.

# USNDP Grant Management 101





**OVERVIEW**



# USNDP Grants Team



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# Reimbursement-Based Funding

- Goal of program is to help mitigate costs vs. eliminate costs
- Balance between serving families and being good stewards of funds entrusted to us by our partners/donors
- Reimbursement requests must follow the processes outlined in the Coverage Overview and Reimbursement Guidelines
- Two Important Documents
  - **U.S. National Development Program Grant 2025 Coverage Overview**
  - **2025 USNDP Grant Reimbursement Guidelines**
- Terms are not negotiable

A white golf glove with a red and blue USA logo on the back, lying on green grass. The glove is positioned diagonally across the frame, with the back of the hand facing upwards. The logo features the letters 'USA' in red and blue, with a small circular emblem at the bottom. The glove has a red band across the wrist and a blue band near the fingers. The background is a dense field of green grass.

# **COVERAGE OVERVIEW & REIMBURSEMENT GUIDELINES**



# USNDP Grant Periods

- **Class of 2026 and later**
  - January 1 – December 31, 2025
    - Can submit reimbursement request until January 31<sup>st</sup>
- **Class of 2025**
  - January 1 – August 31, 2025
    - Can submit reimbursement requests until September 30<sup>th</sup>

# USNDP Grant Covered Categories

- **Tournament Entry Fees**
  - Up to and not to exceed \$300 per Tournament and/or eligible Qualifier
- **Tournament Travel**
  - Up to and not to exceed \$1500 per Tournament and/or eligible Qualifier
- **Equipment**
  - Up to and not to exceed \$2500 during grant period
- **Practice/Green Fees**
  - Up to and not to exceed \$2000 during grant period
- **Coach Fees**
  - Up to and not to exceed \$4000 during grant period



# Tournament & Qualifier Defined

- **“Tournament”**
  - A competitive golf event scheduled for minimum of thirty-six (36) holes
- **Eligible “Qualifier”**
  - A qualifier for an event in which an Athlete is competing to gain entry into a Tournament that is thirty-six (36) holes for the following organizations:
    - National Championship (USGA or PGA of America)
    - American Junior Golf Association (AJGA)
    - Allied Golf Association (AGA)
      - For example, Florida Golf Association, Southern California Golf Association, etc.



# Tournament Travel

- Tournament travel, including lodging and rental car, can only be reimbursed for the days of the Tournament competition or eligible Qualifier, as well as two (2) days prior to the start of the Tournament competition or eligible Qualifier and including hotel checkout and car rental return on the day after the conclusion of the Tournament or eligible Qualifier
- Submit one (1) reimbursement request per event
- Submit 'Tournament Travel' expenses after the conclusion of the event and after the event scores have been posted

# Tournament Travel cont.

- **Mileage**
  - Personal Vehicles
    - From home address on record to the tournament venue address
  - Maximum of 1000 reimbursable miles
  - Not eligible for a rental car, flights, Uber/Lyft (rideshare), and gas expenses
  - \$0.70 per mile
- **Lodging**
  - Reimburse up to and not to exceed \$200 per night (including taxes and other fees)
- **Food and Beverage Costs**
  - Meal Per Diem (includes groceries and beverages)
    - Travel Days: \$65
    - Non-Travel Days: \$85



# Equipment & Practice/Green Fees

- **Equipment**
  - Rangefinders
    - Reimburse up to \$250
  - Launch Monitors
    - TBD
- **Practice/Green Fees**
  - Includes junior club memberships and indoor practice/membership fees

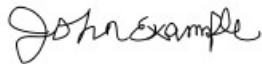
# Coach Fees

- **Reimbursement per Session**
  - Up to \$150 per hour
  - Up to \$75 per half hour
- Submit reimbursement requests for completed sessions
- All Coach Fee reimbursement requests must include:
  - A copy of a receipt following the itemized receipt guidelines **OR** a copy of a receipt from a digital payment vehicles such as Venmo, PayPal, CashApp, etc.
  - **AND** a completed USNDP Grant Coach Fee Reimbursement Form, signed by the instructor, coach, and practitioner

# Coach Fee Reimbursement Form



## COACH FEE REIMBURSEMENT FORM

Coach Name: John Example	Business Name: Coach Example Short Game Academy
Coach Email: coachexample@email.com	Coach Phone Number: 910-555-5555
Session Location (Facility Name, City, State): Pinehurst, NC	
Session Type (e.g., Technical, Course Management, Strength Training, etc.)	Session Length of Time
Course Management - Short Game	1 Hr
Session Date(s)	Session(s) Total Amount
Feb. 03, 10, 17, 24	\$600
Coach Signature	
	

All Information collected will be used in accordance with our Privacy Policy: [USGA Privacy Policy](#)





# Expenses NOT Covered (Abridged Version)

- Expenses for parent/guardians or any other persons
- Tournament Memberships or family golf club memberships
- Golf carts, caddies, or forecaddies at any Tournament, qualifier, or during practice
- Reimbursements due to withdrawal will be reviewed on a case-by-case basis by the USNDP Grant Committee
- Incidental charges from hotel amenities, room service, or at the hotel gift/convenience shop

A white golf glove with a red and blue USA logo on the back, lying on green grass. The glove is positioned diagonally across the frame, with the back of the hand facing upwards. The logo features the letters 'USA' in red and blue, with a small globe icon. The glove has a red band across the wrist and a blue band across the palm. The text 'REIMBURSEMENT GUIDELINES HIGHLIGHTS' is overlaid in white, bold, sans-serif font across the center of the image.

# REIMBURSEMENT GUIDELINES HIGHLIGHTS

# Reimbursement Guidelines Highlights

- All reimbursement requests and expense proof documents must be submitted in the USNDP Grant Management Center portal
- Acceptable payment methods:
  - Personal Check
  - Credit Card
  - Debit Card
  - Cash
  - Digital Payment Vehicle (ie. Paypal, Venmo, CashApp, Zelle, etc)
- Goods or services purchased with gift cards, airlines miles, personal unused ticketed credits from dates outside of grant period, credit card points, or similar non-monetary credits are not eligible for reimbursement

# Reimbursement Guidelines Highlights cont.

- All receipts must be itemized **NO EXCEPTIONS**
  - Provide purchase date
  - Provide details of purchased items
  - Show that the final payment was completed
  - Show the form of payment
  - Provided by vendor with a unique identifying number
  - Generated through a receipt software system

A white golf glove with a red and blue USA logo on the back, lying on green grass. The glove has a red band and a blue band. The text "ITEMIZED RECEIPT EXAMPLES" is overlaid in white.

# ITEMIZED RECEIPT EXAMPLES

# Entry Fee Example 1



75th U.S. Girls' Junior Championship

Player Name: [REDACTED]

Entry ID:

**Amateur Status:** By entering this Championship I have affirmed that I understand the Rules of Amateur Status; I was an amateur golfer at the time I submitted this entry and will remain an amateur golfer during all dates of the Championship, including qualifying rounds.

**Qualifying**

**Date:** 06/17/2024

**Rain Date:** 06/18/2024

**Location:** Heathrow Country Club, Heathrow, Florida, United States of America

**Club Phone:** 14073331469

**Practice Info:** Available one week prior based on availability; After 12PM the weekend prior; [www.fsga.org](http://www.fsga.org)

**Official in Charge:** Brian Nichol, Florida State Golf Association

Please note that due to weather or other factors, a Qualifying location may need to be delayed or postponed one or more days, and players should be prepared to play on the posted rain date if necessary. Players who withdraw after 11:59 PM EDT 72 hours before the qualifier will not receive a refund.

[Click here for information on how to withdraw or transfer qualifying sites](#)

**Payment Details**

**Qualifying Entry Fee:** \$150.00


**Credit Card:** Visa

**Credit Card Number:** xxxxxxxxxxxx

**Expiration Date:** 11-2027

# Entry Fee Example 2

## Tournament Entry Charged

**FSGA** FLORIDA STATE GOLF ASSOCIATION [Visit FSGA.org](https://www.fsga.org)

### Tournament Entry Charged

██████████

Your entry to the tournament below HAS BEEN ACCEPTED and your credit card HAS BEEN CHARGED.

**FJT Eagle Creek Open (16-18)**  
Eagle Creek Golf & Country Club, Naples  
May 11, 2024 - May 12, 2024


**Amount:** \$130.00

**Player 1:** ██████████

Player information will be available online and emailed to you approximately two days after the close of entries. For information on FSGA events, visit <https://www.fsga.org/>.

We look forward to seeing you soon.

Thank you,  
The FSGA Team

Auto-Receipt <noreply@mail.authorize.net>  
to me 

#### Order Information

Description: Tournament Fee for 2024 AJGA Junior at Big Sky

Invoice Number ██████████

Customer ID ██████████

#### Billing Information

████████████████████

#### Shipping Information

#### Payment Information

Date/Time: 28-Jul-2024 18:11:42 EDT

Transaction ID: ██████████

Payment Method: American Express xxxx ██████████

Transaction Type: Purchase

Auth Code: ██████████

**Total: \$295.00 (USD)**

#### Merchant Contact Information

American Junior Golf Association  
Braselton, GA 30517  
US  
[tmcguire@ajga.org](mailto:tmcguire@ajga.org)

Below is a copy of the Release & Waiver Agreement for your records.

# Airfare/Baggage Example

Date of Purchase: Feb 13, 2025

Raleigh/Durham, NC ► Newark, NJ

## Passenger Information

CHEREE NICOLE HICKS

SkyMiles#: [REDACTED]

Confirmation Number: [REDACTED]

Ticket Number: [REDACTED]

## FLIGHT

Date and Flight	Status	Class	Seat/Cabin
RDU ► EWR   Tue 04Mar2025   9E 4962	OPEN	S	
EWR ► RDU   Thu 06Mar2025   9E 5222	OPEN	S	

## DETAILED CHARGES

### Air Transportation Charges

Base Fare:	\$229.17 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$17.19 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.40 USD
<b>Total Price:</b>	<b>\$276.96 USD</b>

Paid with Visa ending [REDACTED] \$276.96 USD

**American**   **BAGGAGE CHARGE RECEIPT**

**[REDACTED]**

**UPT050LB 23KG AND62LI 1 85.00 USD**

**PHX DFW - AA**

**Total with Applicable TFC 85.00 USD**

**Credit Card VI XXXXXXXXXXXX [REDACTED]**

**XT 0.00**

**Fare 85.00USD**

**TFC 0.00**

**TFC**

**Total 85.00USD**

**FLIGHT DATE**

**[REDACTED] FEBRUARY 23, 2025**

**PNR: YQKPAR**

**AGENT: PIX-SSM 001 0266596040 4**

**TFC=TAXES, FEES & CHARGES**

**NOT VALID FOR TRAVEL**

# Lodging Example

Name and Address

HOMewood SUITES  
BY HILTON™

Room 201/NKJ  
Arrival Date 05/09/23  
Departure Date 05/11/23  
Adult/Child 1/0  
Room Rate \$179.61

Hotel Address


968 ROUTE 202 SOUTH  
BRANCHBURG, NJ 08876

Reservations  
www.homewood-suites.com or  
1-800-CALL-HOME

05/11/23 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
05/09/23	1339172882	GUEST ROOM	\$175.86
05/09/23	1448732286	Room/ Suite Taxes	\$5.28
05/09/23	956667055	Room/ Suite Taxes	\$11.65
05/09/23	973820674	Room/ Suite Taxes	\$8.79
05/10/23	1314138089	Room/ Suite Taxes	\$5.50
05/10/23	1848227165	GUEST ROOM	\$183.35
05/10/23	1921577436	Room/ Suite Taxes	\$9.17
05/10/23	943333697	Room/ Suite Taxes	\$12.15
05/11/23	918284612	*****6878	(\$411.75)
		** BALANCE **	\$0.00

# Car Rental Example



Rental Agreement #   
Invoice

Renter Information

Renter Name

CHEREE HICKS

Renter Address

Contract

USGA

Vehicle Information

Trax

License #: S72VDF

State/Province: NJ

Unit #: 8GDBB5

Vehicle #: SC101438

Vehicle Class Driven

Compact SUV 4 door/Automatic/Air

Vehicle Class Charged

Compact SUV 4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 1,089   Ending: 1,206

Total: 117

Fuel

Starting: 11.8 g   Ending: 11.8g

Thank you for renting with National Car Rental

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently Asked Questions or send us a secured message by visiting our [Support Center](#)

Trip Information

Pickup

Tuesday, March 4, 2025

7:34 PM

Start Charges

Tuesday, March 4, 2025

7:53 PM

NEWARK LIBERTY INTL ARPT (EWR)

132 CARSON RD

NEWARK, NJ 07114

USA

Return

Thursday, March 6, 2025

6:19 PM

NEWARK LIBERTY INTL ARPT (EWR)

132 CARSON RD

NEWARK, NJ 07114

USA

Renter Charges

Rental Rate	Time & Distance 2 Day at \$72.33 / Day	\$144.66
Taxes and Fees	Customer Facility Charge (\$7.88 / Day)	\$15.76
	Vehicle Cost Recovery Fee .80/day (\$0.80 / Day)	\$1.60
	Sales Tax (6.62%)	\$11.14
	Concession Recovery Fee (14.29%)	\$20.90
	Concession Recovery Fee Surcharge (\$0.50 / Day)	\$1.00
	Motor Vehicle Rental Tax (5.00%)	\$7.31
	Facility Charge (\$4.65 / Day)	\$9.10
	Security Fee (\$5.00 / Day)	\$10.00
Total		\$221.47
	(Subject to audit)	
	Amount charged on March 6, 2025 to MASTERCARD	(\$221.47)
	APN: AID: A0000000041010 Verified: Signature Entry: Chip TSI:	
Amount Due		\$0.00

U.S. National Development Program

# Equipment Example

ORDER DETAILS

Details For Order #: [REDACTED]

CONTACT CUSTOMER SERVICE  
(800) 333-4200 M-F 9am-5pm EST.  
or [contact us](#)

Order Summary

Order Placed: February 20, 2025  
Order Status: [Shipped](#)  
Order #: [REDACTED]  
[Shipping & Returns](#)

Payment

Subtotal: \$931.00

Shipping & Handling: **FREE**

Standard Shipping

Estimated Sales Tax: \$62.96

ORDER TOTAL \$993.86

Billing Address:  
[REDACTED]

Shipping  
[REDACTED]

Payment:  
Visa [REDACTED]  
Expiration: 12/2029

Shipped Items



Shipping Method: Standard Shipping

Create a Return

SHIPMENT 1

Shipment Method: Standard Shipping

Track Shipment

Products	Price	Qty	Total
 <div><b>620 CB</b> 2022 - NextGen - Clubs Orientation: Right Hand Iron(s): Set Of 4-6 Finish: Tour Chrome Shaft: Dynamic Gold Shaft Flex: X100 Shaft Length: +0.5" Grip: Titleist Tour Velvet Cord (+\$7) Grip Size: Standard Size Grip Assembly Option: Standard Club Lie Adjustment: 1° Upright Club Loft Adjustment: Standard</div>	\$546	1	\$546.00
 <div><b>620 MB</b> 2022 - NextGen - Clubs Orientation: Right Hand Iron(s): Set Of 7-PW Finish: Tour Chrome Shaft: Dynamic Gold Shaft Flex: X100 Shaft Length: +0.5" Grip: Titleist Tour Velvet Cord (+\$7) Grip Size: Standard Size Grip Assembly Option: Standard Club Lie Adjustment: 1° Upright Club Loft Adjustment: Standard</div>	\$728	1	\$728.00

# Practice/Green Fee Example

Harbor Hills Country Club LP

----- Chit Details -----

Guest : [REDACTED]  
Staff : [REDACTED]  
Area: Golf Shop  
Chit #: [REDACTED]  
Tee Time: 11:07 AM  
Players: [REDACTED]  
Date: Feb 28/25 Time: 10:17am

560170 46.00  
Practice Round - 18  
440100 5.60  
Range Balls - Small

Sub-Total: 51.60  
Sales Tax 3.62

Chit Total: \$55.22

-----

MASTERCARD \$55.22-  
APPROVAL [REDACTED]  
W/C XXXXXXXXXXXX [REDACTED]

Beaver Creek Golf Course  
[REDACTED]  
(216) 555-5555

3/09/2024 12:47:50 PM  
Employee: 2014 Bobby  
Date: 03/09/2024  
Number: 1  
Ticket: 188769

\*\*\*\*\* PURCHASE \*\*\*\*\*

Description	Total
Range Large	10.91
Item #1420001001	
Subtotal	10.91
Taxes	1.09
Amount	12.00
Pay\Acct Type: Visa/MC	12.00
XXXXXXXXXXXX [REDACTED]	
Authorization Code: [REDACTED]	

# Coach Fee Examples

Thanks for visiting!  
Discover 22 parks & nature preserves  
www.greatparks.org

Meadow Links & Golf Academy

Ticket #608-  
Station:1  
2/25/2025 4:13:34 PM

Item	Qty	Price	Total
Description			
L104	1	63.75	63.75
LESSON,			
Subtotal			63.75
Tax			0.00
Total			63.75

Tender:  
VISA  
XXXXXXXXXX  
Swiped Auth:

Number of items purchased:1

CASH  
Cash walk-in customer

< Payment details

Rich R

"s golf workout 3/5/25"

- \$60


Social activity

♥ 0 💬 0

Status

Complete

Payment method

 BANK OF AMERICA, N.A.  
Personal Checking

Bank ••

Transaction details

March 05, 2025, 15:22 • Friends

Paid to

Type of transaction

Payments between friends

Transaction ID

6



**USNDP GRANT MANAGEMENT CENTER**

# Reimbursement Request - Final Note

- Up to ten (10) business days to review reimbursement requests
- If a reimbursement request is returned, the 10-business day review period restarts upon resubmission
- Upon approval, allow up to:
  - **10 business days**, depending on your banking institution, for **ACH** distribution to appear in the account on record
  - **14 business days**, depending on the United States Postal Service, for **Check** distribution to arrive at the mailing address on record

A white golf glove with a red and blue USA logo on the back, lying on green grass. The glove is positioned diagonally across the frame. The word "QUESTIONS" is overlaid in large white capital letters across the center of the glove.

**QUESTIONS**