



## 2025 Tennis Venue Services Grant Application

### Grant Summary and Eligibility

The United States Tennis Association Incorporated ("USTA") is pleased to offer the 2025 USTA Tennis Venue Services Grant ("Grant"). The Grant is for facilities open to the public.

All Applicants completing the Grant Application ("Application") must have received the electronic application from either [facilities@usta.com](mailto:facilities@usta.com) or their assigned Project Manager.

### Grant Categories:

#### Category I:

- Amenities- Basic improvements designed to enhance the playing experience and appeal of tennis facilities, including adding fixed tennis court amenities and installing blended 36' and 60' tennis lines on existing tennis courts. **Grants up to 50% of the total project cost (\$5,000 max)**
- Tennis Court Tech- Integration of technology on tennis courts to enhance the playing experience and assist with facility management, including SmartAccess Gates, electric line calling systems, video broadcasting and streaming technology, and scoreboards. **Grants up to 50% of the total project cost (\$10,000 max)\***
- Inclusive Access- Installation of amenities and facility features that enhance tennis court accessibility, including widening gates, installing ramps, and paving pathways to create a more inclusive environment for all players, regardless of mobility. **Grants up to 50% of the total project cost (\$10,000 max)\***

*\*Inclusive Access and Tennis Court Tech grants may be combined with a Category 2 Grant.*

#### Category II:

- Lighting- Installation of new or upgrades to existing tennis court lighting systems and fixtures. **(Grants up to 50% of the total project cost (up to \$15,000 per court, \$60,000 max))**
- Fencing- Installation of new or repairs to existing tennis court fencing. **(Grants up to 50% of the total project cost (up to \$12,000 per court, \$60,000 max))**
- Resurfacing- In addition to acrylic resurfacing, resurfacing existing tennis courts may include crack repair systems, overlay treatments, patching birdbaths, and leveling high areas to reestablish the court's evenness. **(Grants up to 50% of the total project cost (up to \$8,000 per court, \$60,000 max))**

## **Grant Deadlines and Award Announcements**

2025 Applications will be offered and reviewed on an ongoing monthly basis. Applicants will receive feedback within 15 business days of submission from their project consultant.

## **Use this Section as a Resource and Guide when completing the Application**

### **A. Facility Information.**

1. Facility Name – Please give the entire name (i.e., City of Smashville: John Racquet Memorial Park Tennis Complex).
2. Facility Address - Please give the physical location of the courts.
3. Facility e-mail/website – The webpage can be facility-specific or a city/gov. webpage that gives information on tennis court hours/times, costs, and program information.
4. Number of Courts at Facility – Please indicate the total number of 78' tennis courts, along with standalone and/or blended 60' & 36' tennis playing lines currently at the facility and the total number of tennis courts that will be at the facility at project completion.
5. Type of Surface – Please give the number of tennis courts with each type of surface specified. Information is easily determined by court surface contractors.
6. USTA Organization Membership Number (required) - This can be a facility membership or sponsoring association membership, but not an individual membership.
7. Please confirm which level of funding you are seeking.

### **B. Organization / Applicant information.**

1. Organization Name – Entity/agency that owns the tennis facility.
2. Applicant Name – If different than the Owner of the tennis facility. Applicant shall have authority from the Owner to bind the Organization to the terms and conditions of this Application. Collectively referred to in this Application as Applicant.
3. Contact Person – Person who may be contacted during the Grant application review process to answer questions on the request.
4. Address – Complete mailing address of the Organization as listed on the IRS Form W-9
5. E-mail address of contact person.
6. Phone number(s) for the contact person, with descriptor (i.e. cell, work, recreation center) and extension(s).

### **C. Information about Improvements.**

1. Description of planned improvements – This must be a concise written description and should briefly identify improvements completed at the facility within the last ten (10) years and a detailed summary of the improvements for which the applicant wishes funding assistance.

2. Detailed timeline from conception to completion. Include dates of fundraisers and award notifications of pending grants.
3. Contractor's latest cost estimates for the purchase and installation of all project components.
4. Clear photos of each tennis court showing their current condition, access gates, parking lot, and sidewalks.

#### **D. Funding Information.**

1. Grant amount requesting – the amount must not exceed the allowable amount per category.
2. Total estimated cost: This total should reflect only facility upgrades authorized. **The cost of the project cannot include construction work already completed.**
3. Total amount of committed funds available – please indicate the amount of money that is currently committed to the project. The FUNDS column must include committed funds currently available – attach proof of committed funds above \$5,000 (i.e. award letters of other grants, letter of committed funds from Park and Recreation Director, or minutes of a budget meeting). The EXPENSES column should give the costs of professional fees, material costs, and administrative fees specifically. **Do not include costs for construction already completed.**
4. An IRS Form W9 will be required if awarded funds. Applicants must provide a signed IRS Form W9 at the time of application submission.
5. Bids and prices should be dated within 3 months of application submission date.

#### **E. Program Plan.**

1. Provide details on current and planned programming for the tennis facility to include lessons, tournaments, league play, and cooperative efforts with schools and other tennis organizations, including USTA Sectional Associations. Please include dates, times, and age groups within each current program that you offer. Provide copies of newsletters, brochures, and other literature demonstrating programs and how the Organization promotes tennis in the community. The Program Plan should outline existing tennis programming and the anticipated tennis programming post-renovation.
2. As part of the Application, the Facility shall affirm its 5-Year Programming and Maintenance Commitment, which demonstrates the ability of the owner to maintain the facility and to actively promote programs for a minimum 5-year period.

#### **F. Terms & Conditions.**

1. If the Facility Owner and Applicant are two separate organizations, both must sign and date the certification.

## APPLICATION

### A. Facility Information:

1. Facility Name (include TVS Project No.): Cosmo Bethel Tennis Complex
2. Facility Address (street, city, state, and zip): 4500 Bethel St Columbia, MO 65203
3. Facility Email Address and/or Website:  
<https://www.como.gov/contacts/cosmo-bethel-tennis-courts/>
4. USTA Section: Missouri Valley
5. Number of 78' tennis courts at the site: 12
  - a. Number of courts with 36' blended tennis lines \_\_\_\_\_
  - b. Number of courts with 60' blended tennis lines \_\_\_\_\_
6. Surface Type: 12 No. of Hard Courts      \_\_\_\_ No. of Clay Courts
7. USTA Organizational Membership #: 919368785

*\*By providing your email address, you authorize the USTA and any Official Sponsors to contact you via electronic mail.*

| Category                                        | Funding Amount                                                                                                                                                                                                                                                                                                  | Requested Level of Funding |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Category I – Amenities                          | Grants up to 50% of the total project cost (\$5,000 max)                                                                                                                                                                                                                                                        | <input type="checkbox"/>   |
| Category I – Tennis Court Tech                  | Grants up to 50% of the total project cost (\$10,000 max)                                                                                                                                                                                                                                                       | <input type="checkbox"/>   |
| Category I – Inclusive Access                   | Grants up to 50% of the total project cost (\$10,000 max)                                                                                                                                                                                                                                                       | <input type="checkbox"/>   |
| Category II – Lighting, Fencing, or Resurfacing | Lighting: Grants up to 50% of the total project cost (up to \$15,000 per court, \$60,000 max)<br><br>Fencing: Grants up to 50% of the total project cost (up to \$12,000 per court, \$60,000 max)<br><br><u>Resurfacing: Grants up to 50% of the total project cost (up to \$8,000 per court, \$60,000 max)</u> | <b>X</b>                   |

## B. Organization / Applicant Information:

1. Organization Name: City of Columbia, Missouri on behalf of its Parks and Recreation Department
2. Applicant Name: De'Carlon Seewood
3. Contact Person: Toney Lowery
4. Address: City of Columbia, P O Box 6015, Columbia, MO 65205
5. Email Address: toney.lowery@cosmo.gov
6. Phone Numbers\*: Primary: 573-514-2924 Alternate: 573-874-7201

*\*By providing your email address and phone number, you authorize the USTA and any Official Sponsors to contact you via electronic mail and/or phone.*

## C. Information About Improvements: (Label all attachments with facility name and TPA #)

1. All Applicants must submit the following:
  - a. **Description of planned improvements;**  
The Cosmo-Bethel Tennis Park Complex resurfacing/stripping project will include contract labor to clean and prepare the existing twelve (12) 78' courts for resurfacing/crack repair and striping. Contractor will stripe all courts with blended 36/60' tennis playing lines per USTA specifications to accommodate youth play.
  - b. **A detailed timeline;**  
9/9/2025 - Received quote from McConnell and Associates using The Interlocal Purchasing System (TIPS) cooperative contract  
10/14/2025 – Received clearance from the City of Columbia to use the quote utilizing the TIPS co-op pricing  
Summer 2026 – Anticipated completion date barring unforeseen circumstances.
  - c. **Contractor's latest cost estimates** - see separate estimate.
  - d. **Clear photos of each tennis court showing their current condition, access gates, parking lot, and sidewalks.** - see separate photos PDF.

## D. Funding Information:

|    |                                                                                                                                                                    |           |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|    | By checking this box, I verify that completion of this Application does not guarantee funding                                                                      | <b>X</b>  |
| 1. | Grant amount requesting:                                                                                                                                           | \$60,000  |
| 2. | Total estimated cost of project:                                                                                                                                   | \$177,906 |
| 3. | Total amount of committed funds available now:                                                                                                                     | \$57,906  |
| 4. | Please complete the below (a) Funds and (b) Expenses breakdowns, noting back-up documents must be provided to support the identified Funds and Expenses breakdown: |           |

a. Committed Funds Breakdown

| Funds                           | Amount           |
|---------------------------------|------------------|
| Park and Recreation             | \$46,609.94      |
| Government Grants               |                  |
| Foundations                     |                  |
| Corporations                    |                  |
| Fundraising Efforts             |                  |
| Local Sponsors                  |                  |
| Others (specify)                |                  |
| Columbia Public School District | \$59,296.06      |
| USTA Missouri Valley            | \$12,000         |
| <b>Total Funds</b>              | <b>\$117,906</b> |

Note: Letters of commitment from all funding sources **above \$5,000** identified in the Funds Breakdown chart must be submitted with this Application.

See the attached Agreement between the Columbia School District and the City of Columbia

b. Expenses Breakdown

| Expenses              | Amount           |
|-----------------------|------------------|
| Professional Fees     | \$0              |
| Construction Costs    | 177,906          |
| Other Costs (specify) | \$0              |
|                       |                  |
|                       |                  |
| <b>Total Expenses</b> | <b>\$177,906</b> |

Note: Please submit with this Application all professional estimates, bids, and/or actual costs. Estimates, bids, and/or actual costs must match Expense amounts presented above and reflect the improvements identified in the description of planned improvements provided in item C(1)(a) above.

Bids and prices should be dated within 3 months of the application submission date.

**Please Note:** If your project needs to go out to bid you must go out to bid and submit your bid tabulation. The USTA will not make a funding decision until the bid tabulation is submitted. Should you need clarification as to the documentation required and/or this process, please contact your Project Manager.

If the Total Expenses exceeds the Total Funds, please explain in detail and with back-up documentation (if available) how the difference will be covered:

The City of Columbia will assume responsibility for any remaining expenses

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#### **E. Program Plan:**

1. Provide a detailed tennis programming plan identifying the current tennis programs provided at the facility, and plans for future tennis programming after proposed improvements are completed.

a. Please include dates, times, and age groups within each current program that you offer.

**Please see separate PDF.**

b. A USTA employee or USTA Sectional Association employee may follow up in the future with a progress check on your programs.

Priority for funding may be given to facilities that can and will use 36' & 60' courts and/or blended tennis playing lines.

#### **TVS Grant Application - Terms and Conditions:**

1. By signing this Application, Applicant affirms that the information provided and submitted in connection with this Application is true and correct. If Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this Application after submission, Applicant shall immediately notify the USTA Tennis Venue Services (via [Facilities@usta.com](mailto:Facilities@usta.com)) in writing of such error and request clarification or modification to the document. Verbal notification will not be permitted.

2. The submission of this Application is merely a request by Applicant to USTA to engage in further discussions regarding the potential provision of certain services and/or funding by USTA with respect to facility design, construction, improvements, business development support, advocacy and/or other mutually agreeable consultative services in support of the Applicant and Facility Owner of the Facility ("USTA Consultative Services"). USTA's receipt or acceptance of this Application shall not be considered any agreement or acknowledgement by USTA to provide any USTA Consultative Services, funding grants or any other support to Applicant or the Facility, all of which are decisions exclusively reserved by USTA in its absolute sole discretion.

3. By signing and submitting this Application to USTA, Applicant and Facility Owner each understand and agree that USTA's application review process for grant consideration may result in the USTA's agreement to provide certain preliminary guidance, services

or support in response thereto, including support that may be provided by USTA to Applicant prior to or without the issuance of a Grant for the Project. Applicant acknowledges and agrees that any and all support services provided by USTA arising out of this Application process, including but not limited to USTA Consultative Services, shall be considered by Applicant and Facility Owner only as recommendations by USTA. Applicant and Facility Owner shall be solely responsible for all decisions and approvals for servicing the Facility, including but not limited to all decisions on design, construction, oversight, and completion of any improvements to its Facility. To the extent not prohibited by law and without waiving sovereign immunity, Applicant and Facility Owner each agrees to indemnify, defend and hold harmless the USTA, its directors, officers, employees, agents, contractors, consultants, volunteers, and assigns (collectively, the "*USTA Released Parties*") from any and all claims, liabilities or damages arising from the project decisions and implementation of any and all improvements or construction with respect to the Facility, regardless of any information, recommendations or other USTA Consulting Services provided by USTA in support thereof.

4. The USTA makes no representation or warranty, express or implied, as to the accuracy or completeness of any information provided to Applicant in response to this Application or otherwise provided to any respondent by or on behalf of the USTA. The USTA shall have no liability relating to or arising from any such information or the use thereof. Applicant and Facility Owner are encouraged to conduct their own investigation and analysis of any and all information included through any USTA Consultative Services or otherwise provided by or on behalf of USTA.
5. By signing this Application, Applicant affirms, verifies, and agrees to the following:
  - a. The Facility shall disclose or provide information regarding all usage fees prior to Grant assistance;
  - b. The Facility shall utilize its best efforts to comply with all applicable American with Disabilities Act (A.D.A.) requirements and remain open to the public;
  - c. The Facility shall provide a safe, properly constructed and functional facility, including other amenities (i.e. shade areas, water fountains, backboards, lighting, etc.) to make the game of tennis more enjoyable and to encourage the growth of tennis;
  - d. The Facility provide photos and documentation of publicity of opening after renovations, and are subject to the terms herein;
  - e. The Facility will be constructed as documented in the Application and approved by the USTA's Tennis Venue Services Team;
  - f. The Facility agrees to develop new tennis players by providing clinics, beginner or retention programs. These programs must be identified in detail within the Application;
  - g. Incomplete Applications will result in the Application being returned without consideration for funding;
  - h. Applicant understands and agrees that if this Application is approved for grant funding by USTA, the amount awarded will be distributed on a draw basis as accountability forms are submitted to and approved by the USTA.

- i. Changes to the project scope of work after a funding award is announced must be reviewed by and approved by the USTA. Any changes can affect the total amount of the funding award, at the USTA's sole discretion.
6. By signing this Application, Applicant affirms, verifies, and commits its Facility and other entity or agent CTA (when applicable) to maintain the Facility and to actively promote programs at this Facility for a period of five (5) years from the completion date of the funded project. Furthermore, Applicant understands that painting other sport lines on tennis courts may violate the rules of tennis and render the Facility ineligible to hold sanctioned USTA events, leagues and/or tournaments. Grant funding through the Tennis Venue Services Grant program is intended to preserve and promote growth of the game of tennis. Painting or permanently lining Facility's tennis courts with other sport lines impedes the intended purpose of this Program, and may make this Facility ineligible to hold sanctioned USTA events, leagues and/or tournaments. Therefore, Applicant for the Facility pledges it will not paint or permanently line its tennis court/s with playing lines for pickleball, volleyball, basketball or any sport other than tennis during this five (5) year commitment.
7. By signing this Application, Applicant agrees that any photographs, brochures, or materials submitted in connection with this Application are considered the property of the USTA and will not be returned. Further, by submitting this Application, Applicant grants to the USTA and its assignees the right to use Facility's name, history, description, photographs, rendering, or any other materials submitted in connection with this Application or otherwise provided to USTA in furtherance of the project such to the Grant (e.g. photographs of the completed project, marketing materials promoting the completed project, etc.) for any and all promotional purposes. Applicant and Facility shall not be entitled to receive any compensation whatsoever in connection with the USTA's exercise of its use and materials rights.
8. If any statements made or information provided by the Applicant in this Application or otherwise are found to be untrue, the USTA has the right to terminate any and all further discussions, engagements or participation in the provision of USTA Consultative Services and/or nullify any prior contract, agreement or grant award, if any, without any further USTA obligation.
9. Applicant and Facility Owner shall not publish or use any advertising, sales or promotional materials or issue any press releases, or publicity materials, wherein the names or trademarks including logos of the USTA are used without prior written approval of USTA. In addition, Applicant and Facility Owner shall not publish or use any advertising, sales or promotional materials or issue any press releases, or publicity materials, or employee solicitations that employ language from which someone could make, infer or imply a connection between the Facility and USTA, without the prior written approval of USTA.
10. By signing this Application, and in consideration for being provided the Grant, the Applicant and Facility Owner each hereby releases, waives, discharges and

covenants not to sue the USTA Released Parties from any and all liability to the undersigned, his/her personal representatives, assigns, heirs and next of kin for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned arising out of or related to the event as connected with this Application. Further, to the extent not prohibited by law and without waiving sovereign immunity, Applicant and Facility Owner each hereby agree to indemnify, defend, save, and hold harmless the USTA Released Parties from any loss, liability, damage, or cost they may incur arising out of the related events in connection with this Application and any funding provided, whether caused by the negligence of the USTA or otherwise.

11. Applicant and Facility Owner each understand and agree that its employees and those persons it contracts for services and volunteer opportunities who will have regular contact or authority over minor athletes at the Facility are in, and shall maintain, compliance with the requirements of the USTA Safe Play Program, as provided for at [www.usta.com/safeplay](http://www.usta.com/safeplay). Applicant further acknowledges and understands that it is also subject to the USTA Safe Play Policy and that any violation will be handled to the fullest extent of the law and pursuant to the U.S. Center for SafeSport Code.

Please remember that any violations (or a suspicion of a violation) of the USTA Safe Play Policy or the Proactive Policies must be reported to the USTA immediately. These reports and any other suspicions you believe the USTA should be made aware of can be made by visiting [www.usta.com/safeplay/report](http://www.usta.com/safeplay/report) or emailing [safeplay@usta.com](mailto:safeplay@usta.com). Any suspicions of child abuse or child sexual abuse must be reported immediately to the local authorities and to the U.S. Center for SafeSport by visiting [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org).

**I, as an authorized representative of the Applicant and Facility Owner, hereby declare and confirm that the Facility and all organizations operating thereon are currently in or will be, and will remain in, compliance with the USTA Safe Play Program and Policy(s)**

**Applicant Initials:** \_\_\_\_\_

**Facility Owner Initials:** \_\_\_\_\_

**APPLICANT HAS COMPLETED, REVIEWED AND UNDERSTANDS THIS APPLICATION PRIOR TO SUBMISSION TO USTA, AND HEREBY ACCEPTS AND AGREES TO ALL THE TERMS AND CONDITIONS SET FORTH HEREIN.**

**FURTHERMORE, APPLICANT HEREBY AFFIRMS THAT APPLICANT HAS THE REQUISITE LEGAL AUTHORITY TO AGREE TO AND BIND THE FACILITY OWNER TO THE TERMS AND CONDITIONS HEREIN.**

\*Note: If Applicant does not have authority to contractually bind the Facility Owner of the Facility subject to this Application, the Facility Owner is also required to sign below.

Applicant Signature:

Applicant Name: De'Carlton Seewood, City Manager



Date:

**FACILITY OWNER HAS REVIEWED AND ACCEPTS THE CONTENT OF THIS APPLICATION, AND HEREBY ACCEPTS AND AGREES ALL THE TERMS AND CONDITIONS SET FORTH HEREIN.**

Facility Owner Signature:

Facility Owner Name:

De'Carlton Seewood, City Manager

Date:

Approved as to form:

Nancy Thompson, City Counselor/bt

CERTIFICATION: I, hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account Numbers 22005010-504990 d.l. (\$90,414) and 44008850-604990 00906 (\$121,821) and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor for the initial term.

By: Matthew Lue, Finance Director



Check list – please include this checklist with the application and retain one copy of each application component for your records.

| <b>DID YOU REMEMBER TO INCLUDE THE FOLLOWING?</b> (1<br>COPY OF EACH) |                                               |  |
|-----------------------------------------------------------------------|-----------------------------------------------|--|
|                                                                       | Check Here:                                   |  |
|                                                                       |                                               |  |
|                                                                       | Pages 4-11 of the application                 |  |
|                                                                       |                                               |  |
|                                                                       | Information About Improvements <b>C1</b>      |  |
|                                                                       |                                               |  |
|                                                                       | Proof of committed funds <b>D5</b>            |  |
|                                                                       |                                               |  |
|                                                                       | Estimates or bids and/or Price list <b>D6</b> |  |
|                                                                       |                                               |  |
|                                                                       | Program Plan <b>E1</b>                        |  |
|                                                                       |                                               |  |
|                                                                       | Signed IRS Form W-9                           |  |

**Important Reminders:**

- Submit application to your Project Manager via email
- Be sure to label all submitted materials (i.e. application, photos, program plan, letter of support, IRS Form W-9, etc.)
- If you need help, call or e-mail your Project Manager.