

USTA Southern QuickStart Line Grant Check List



- I. Upon receipt of your Facility Assistance Form, a Section or National representative will contact you by phone within 2-3 weeks. They will answer any questions and explain exactly what is needed to complete your request.

- II. The following items must be sent to your representative for processing.
 - ✓ Diagram or sketch of your facility layout
 - ✓ Measured dimensions from
 - Baseline to fence
 - Sideline to fence
 - Between courts sideline to sideline
 - ✓ Up to 4 digital pictures of your courts showing court, net post, and fence conditions

All items should be sent electronically at ONE time back to your Representative. Incomplete folders will hinder the grant process.

- III. Your Representative will begin processing your file by reviewing its contents for completion, and asking the National office for a line concept for your courts. Once the concept has been generated and received from the National engineer, the concept will be sent to you so that you can obtain a bid to paint the lines from a local tennis court contractor in your community. Once you receive that bid, it should be sent back electronically to your representative for final review and approval.

- IV. Once your request is approved, you may proceed with the lining of your courts. Upon completion, you must submit pictures of the completed project and an electronic copy of the final contractor's invoice. Funds will be reserved for up to 60 days while you complete your project. Failure to complete the project within 60 days may result in funds being released to another community.

- V. National and Southern grant checks will be sent directly to you within 30 days, and you should pay your contractor directly.