

May 11, 2020

To: Head Coach/Owner Club Name

Business Address Phone/Email

**Subject:** PVS Relief Grant Letter of Agreement

We are pleased to inform you that the Potomac Valley Swimming (“PVS”) has reviewed your recent grant application has awarded a grant in the amount of $1,000 dollars to Swim Club (“Recipient”). This grant is to be used solely to help cover club operational expenses incurred during this period of the COVID-19 pandemic, commencing March 1, 2020, and ending August 31, 2020.

Please note the following:

* Applicant must complete and return this Letter of Agreement and executed [W9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) no later than May 14, 2020 before receiving the grant in the form of a check;
* This will be signed by the Head Coach/Owner/CEO and the PVS Vice Chair Finance;
* This will include signature and contact information for a secondary point of contact (name, email, job title);
* Funded applicants are expected to participate fully in all LSC-sponsored program and professional development;
* Recipient agrees to participate in and complete the 3 chosen commitments listed below:

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| --- |
| 1. |
| 2. |
| 3. |

* No later than September 15, 2020, Recipient must provide proof of funds (redacted receipts) which clearly show use of relief funds for club operating expenses incurred on/before August 31, 2020;
* Clubs failing to provide the information in the designated timeframe will not be permitted to register as a team in the PVS LSC for 2021 (until all obligations are met).

If you have any questions about this grant, please contact Ellen Colket, PVS Vice Chair, Finance at

*eacolket@gmail.com*.



# Indemnification

To the fullest extent permitted by law, Recipient shall indemnify, defend and hold harmless PVS and USA Swimming and the directors, officers, employees, agents and volunteers on both organizations from any and all claims, damages (including but not limited to injury to persons or property), liabilities, fines and expenses, including but not limited to court costs and attorney’s fees, that arise out of or are related to: (a) the actions or omissions, negligence or intentional misconduct of Recipient, its affiliates, agents, volunteers or employees; and (b) breach of this Agreement by Recipient.

# Non-Discrimination

Recipient agrees that it shall not discriminate in its operations on the basis of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, or genetic information. The Letter of Agreement will include a certification that the grant recipient does not discriminate in its operations on the basis of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, or genetic information.

On behalf of PVS, please know that we are happy to support all PVS member clubs during the uncertainty of the COVID-19 pandemic. We wish you much success in your efforts as you undertake the responsibilities of this grant. If you have any questions, please do not hesitate to contact us.

Please sign and complete signature block below and return this document as well as the executed [W9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) to Ellen Colket at eacolket@gmail.com no later than May 14, 2020.

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| Head Coach/Owner/CEO (please print & sign) |  |
| Job Title |  |
| Date signed |  |
| Email address |  |
| Physical Address (where check will be mailed) |  |
| PVS Vice Chair, Finance & Date |  |