



DIVISION II

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YOURS<sup>®</sup>**

**NCAA Division II  
Strategic Alliance  
Matching Grant  
Guidelines**

## **CONTENTS**

|                                                      |          |
|------------------------------------------------------|----------|
| MISSION AND PURPOSE.....                             | 1        |
| ELIGIBILITY.....                                     | 1        |
| ADMINISTRATION AND BUDGET .....                      | 1        |
| FUNDING OVERVIEW .....                               | 2        |
| TIMELINE .....                                       | 2        |
| CALL FOR PROPOSALS .....                             | 2        |
| SELECTION COMMITTEE .....                            | 3        |
| AWARD AGREEMENT.....                                 | 4        |
| DEFERMENT .....                                      | 4        |
| VACANCIES.....                                       | 4        |
| RECIPIENT RESPONSIBILITIES.....                      | 4        |
| CRITERIA OF THE HIRED EMPLOYEE .....                 | 4        |
| PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUNDING..... | 5        |
| FINANCIAL REPORTING AND SURVEYS.....                 | 5        |
| WEB ADDRESS FOR THIS POLICY .....                    | 5        |
| <b>CONTACT .....</b>                                 | <b>5</b> |

## **MISSION AND PURPOSE**

The NCAA Division II Executive Board has approved the implementation of the Division II Strategic Alliance Matching Grant designed to provide financial assistance to Division II conferences and member institutions committed to enhancing underrepresented groups (e.g., veterans, first generation college students), in mid- to senior-level intercollegiate athletics administrative positions. Mid- to senior-level administrative positions should include significant responsibilities in a variety of the following areas: strategic planning; budget management; fundraising; campus and NCAA compliance; sport oversight; student-athlete welfare issues and initiatives; academics; cultures of belonging and well-being; and staff oversight/management.

## **ELIGIBILITY**

Schools and conference offices must be an active NCAA Division II member and be able to execute all Recipient responsibilities in order to be eligible to submit a proposal. Conferences must also be multisport conferences.

Interested schools and conferences are encouraged to seek the guidance of their individual human resources department during proposal development and submission.

At no point may a recipient receive more than one Division II Strategic Alliance Matching Grant. Grant requirements must also be fully executed per the contract prior to receiving additional funding for either the Division II Strategic Alliance Matching Grant or the Division II Internship Grant. Division II schools may receive funding through the Division II Strategic Alliance Matching Grant while also receiving funding through the Division II Coaching Enhancement Grant.

## **ADMINISTRATION AND BUDGET**

The program is administered by the NCAA Division II governance and member services and leadership development staff. Administrative duties of the national office staff, in collaboration with the grant selection committee, include: review of proposals and selection of recipients; annual reporting; evaluation of whether the grant is fulfilling its mission and purpose; approval of any modifications to the grant's guidelines; and development of orientation programming.

This initiative is funded by the Division II budget with a total annual budget of \$860,000, which allows for a total of 20 schools and conferences to receive funding annually.

## FUNDING OVERVIEW

Selected schools and conferences (“Recipients”) receive three years of grant funding from the NCAA to support the salary, wages and benefits of the hired employee<sup>1</sup>. The NCAA provides funding towards the proposed salary, wages and benefits<sup>2</sup> as follows:

1. First year: 75 percent
2. Second year: 50 percent
3. Third year: 25 percent

The NCAA also provides funding at the beginning of each of the first three years to support professional development opportunities and technology expenses.

The Recipient is required to supplement the funding in the first three years as well as commit to funding the position in full for the final two years of the grant. Recipients must be able to provide a minimum of sixty (60) months of full-time work to the hired employee.

## TIMELINE

The call for proposals occurs annually between October and late January.

Proposals will be reviewed annually in February/March, with the announcement of selections being made in late March/early April.

Contracts will be sent to selected Recipients in mid-April and funding will be disbursed annually in September.

## CALL FOR PROPOSALS

All proposal materials must be successfully submitted prior to the deadline via the [NCAA Program Hub](#) to be eligible for review by the selection committee. Requested information includes:

1. Primary grant contact information;
2. The title of the proposed position, which should be developed in accordance the proposed job responsibilities;
3. A description of the proposed position<sup>3</sup>, including the percentage of time commitment for each major area of job responsibility<sup>4</sup> and a thorough explanation of job responsibilities;

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<sup>1</sup> Hired employees are allowed to start prior to the Recipient receiving funding from the NCAA but the Recipient is responsible for all costs associated with salary, wage and benefits until funding is received.

<sup>2</sup> NOTE: New positions will be funded according to the schedule above at the fully requested salary amount in the proposal. Enhanced positions that are already within the department/office organizational chart will be funded for the difference between what is requested in the proposal and what is currently being allocated to the position (percentage of funding allocated still applies).

<sup>3</sup> Proposed position must report within the athletics department or conference office.

<sup>4</sup> Job descriptions may not include coaching responsibilities of any kind.

4. An explanation of your organization's plan to commit funding for the position in full for the final two years of the grant (Year 4 and 5).
5. Current and proposed organizational charts;
6. Supervisor(s), including a short biographical, specific ways they plan to interact with the hired employee and how the supervisor will provide a productive work experience. (*NOTE: Supervisor(s) may not be listed as mentors*);
7. Mentor(s), including a short biographical and the specific ways they plan to interact with the hired employee (*NOTE: Mentor(s) may not be listed as supervisors*);
8. An explanation of why you are pursuing this grant and how it will benefit your organization;
9. An overview of how the school/athletic department or the conference is committed to promoting cultures of belonging and well-being;
10. An explanation of how the hiring strategy will guarantee a broad candidate pool that represents the varied student-athlete population;
11. An overview of how the hired employee will be exposed to other campus, conference or community groups;
12. An outline of professional development opportunities in which the hired employee will participate;
13. A description of how the hired employee's performance will be evaluated;
14. A description of how the grant's success will be evaluated; and
15. Salary and benefits information (with regional cost of living being taken into consideration i.e. housing, benefits, etc.).
16. Signature page.

### **SELECTION COMMITTEE**

The selection committee is responsible for the review of proposals and selection of Recipients. The committee is comprised of five, full-time employees from Division II member schools and conferences. Committee members who are willing and able to serve will be chosen by the division's nominating committee and must meet committee service requirements.

Committee composition is based on the following demographics: gender (at least one male and one female); geographic representation (limit one committee member from an individual conference with consideration to geographic location); at least one former recipient (those who have served in the role of employee, supervisor or mentor); and representation that reflects the varied student-athlete population. A committee roster and scoring guidelines can be found on grant's webpage. A committee roster and scoring guidelines can be found on grant's webpage.

The selection committee has the right to recommend action, including the withholding of funds and obtaining full reimbursement of sums paid to the Recipient, for such irregularities as unauthorized expenses, late, inaccurate or incomplete reports/evaluations or other grant reporting problems. The selection committee can also recommend performance of an audit or review if one or more of these irregularities are identified.

### **AWARD AGREEMENT**

A standardized award agreement will be issued to the Recipients and will reference these guidelines. For operational efficiency, award agreements should not be altered.

The award agreement will specify the start and end dates of the grant, monetary allocations for each budget period, ramifications for improper use of funds, and any other applicable NCAA regulations and conditions of the award.

An award is accepted when the standard agreement is executed by the Recipient and the NCAA.

### **DEFERMENT**

Recipients may defer, in writing, funds for one (1) year from the date of initial offer and are required to confirm implementation by the end of the proposal submission deadline the following cycle.

### **VACANCIES**

Recipients must also notify the program administrator immediately when a vacancy occurs. Per the award agreement, Recipients have four (4) months to fill the position without forfeiting the grant.

Award monies shall be returned to the NCAA on a pro rata basis during the time of a vacancy. Pro rata funds may be retained by the Recipient so long as the funds benefit the newly hired employee (e.g., relocation expenses, meal plan, etc.) The Recipient must send to the NCAA statements verifying monies used and outlining the applicable expenses in accordance with annual reporting.

### **RECIPIENT RESPONSIBILITIES**

The following responsibilities are required by recipients:

- This grant requires a five-year commitment by Recipients.
- Recipients must be able to financially support the position and execute all responsibilities and activities outlined in the submitted proposal. Recipients are required to provide a Federal Tax Identification Number and are encouraged to establish direct deposit with the NCAA.
- Recipients are responsible for all hiring and personnel decisions and should ensure that personnel decisions are both pursuant to these Guidelines and consistent with all local, state and federal laws. Recipients must follow the guidance of their individual human resources department during the hiring process and employment period of the grant, including but not limited to, ensuring the employee maintains full-time employment status. Recipients are also responsible for all costs associated with hiring at any point of the grant cycle.
- Recipients have full responsibility for the conduct of the projects or activities supported by the grant and for the results achieved. Recipients are required to monitor performance to assure adherence to goals, time schedules, or other requirements as appropriate to the project or terms of the award.
- All modifications to the responsibilities outlined in the proposal must be approved, in writing, by the program administrator prior to execution.

### **CRITERIA OF THE HIRED EMPLOYEE**

In order to be approved for and to receive funding, Recipients should identify how hiring a specific candidate will help fulfill the mission and purpose of the grant (see Mission and Purpose above).

### **PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUNDING**

The NCAA provides professional development and technology funding during the first three years of receiving grant funding. These funds will be distributed at the same time as the salary funding in early September. As nontaxable benefits, all goods purchased through professional development funding must remain the property of the Recipient.

During each of the first three years of the grant, the NCAA provides \$3,000 in professional. The NCAA also provides \$3,000 in technology funds for the first year of funding and \$500 in technology funds in the third year.

Recipients are required to submit the grant reconciliation form and all corresponding proof of purchase documentation no later than August 15 at the end of each year. Additional grant funding payments for subsequent budget cycles will be contingent upon receipt and review of these documents.

Annual allowances cannot be carried over. If there is a remaining balance of \$1,000 or less, the unused funding may remain with the Recipient. If the remaining balance exceeds \$1,000, any unspent funding in excess of \$1,000 must be returned to the NCAA (e.g., if \$1,500 of funding remains unused, \$500 must be returned).

**Ineligible professional development expenses include:** costs related to taking classes/courses that **are not tuition or textbook related** (e.g., activity fees, facility or technical support fees, late fees, etc.); tickets to sporting events in conjunction with professional conferences; office supplies to complete assigned job responsibilities; costs associated with campus/conference office employee searches; and/or insurance of any kind.

Ineligible technology expenses include ink/toner and/or cases for laptops, tablets or cell phones.

### **FINANCIAL REPORTING AND SURVEYS**

Recipient are required to participate in NCAA related survey research activities.

Annual financial reporting is required for all Recipients, including but limited to, confirmation of any changes to the hired employee's salary, wages and benefits information via a survey sent to Recipients in May. Hired employees, supervisors and mentors may also be surveyed regarding their experience with the grant.

### **WEB ADDRESS FOR THIS POLICY**

This policy can be found on the grant page at [ncaa.org/scholarshipsandgrants](http://ncaa.org/scholarshipsandgrants).

### **CONTACT**

For questions regarding the grant email [diversity\\_grants@ncaa.org](mailto:diversity_grants@ncaa.org)

Letters: P.O Box 6222, Indianapolis, IN 46206-6222

Packages: 1802 Alonzo Watford Sr. Drive, Indianapolis, IN 46202