Strategic Initiatives
Conference Grant Program
POLICIES AND PROCEDURES

2014–18 Funding Cycle
(Revised March 2017)

All grant related resources are available at the
Division III Strategic Initiatives Grant Program homepage
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The NCAA Division III Strategic Initiatives Conference Grant Program allocates funds to all NCAA Division III voting conferences and the Association of Division III Independents to encourage collaboration, involvement and accountability among all Division III constituent groups in support of the priorities detailed in the Division III Strategic Plan. The program offers Division III conferences and the Association of Independents the opportunity to advance Division III priorities in ways most meaningful at the local level. Presidential oversight and accountability with the process and budget allocations, consistent with the legislated leadership role of presidents within conference governance, is paramount.

**Goals of the Grant Program:**

1. Make efficient use of national resources to serve local needs and realize Division III strategic priorities.

2. Encourage broad-based strategic initiative participation and collaboration between conference constituents.
General Overview of Tiers:

The funding for this grant program consists of three primary tiers and an administrative stipend. A summary of the three primary tiers is provided here, with specific funding usage instructions for each tier provided in a later portion of this policies and procedures guide.

Tier One – Professional Development, Education and Communication. Conferences are provided funding to support the attendance of designated constituents at specific professional development events. There is a list of preapproved constituents and events for this tier. This list is not exhaustive and approval can be given for other uses. The focus of Tier One is to support administrative advancement for the following constituent groups or events: student-athlete advisory committee (SAAC), compliance and rules seminar education, faculty athletics representative (FAR) enhancement, senior woman administrator (SWA) enhancement, sports information director (SID) enhancement, athletics direct report (ADR) enhancement, athletic trainers enhancement, ethnic minority/diversity enhancement and conference office travel. Conferences are expected to support most of these constituent groups on an annual basis; exceptions are described in the Tier One policy section of this guide. Conferences may request approval to send designated constituents to events beyond the preapproved list by making such request to the grant administrator at the NCAA national office, and, while Tier One does not cover coaching related events, coaching related professional development may be funded using Tier Three. Tier One policies allow conference offices to spend up to 25 percent of Tier One annual funding within the category of conference office travel.

Tier Two – Social Responsibility and Integration. Tier Two operates on a four-year cycle and includes four core values or initiatives:

1. Student-Athlete Well-Being/Community Service;
2. Sportsmanship;
3. Equity and Inclusion; and
4. Identity and Integration Activities (optional).

A conference must demonstrate financial support of each of initiatives one through three in the above list over the course of a four-year period, though this financial support may come from a source other than the Strategic Initiatives Conference Grant Program. In satisfying Tier Two, funds may be used for conference-wide programming or provided directly to institutions. The Identity and Integration Activity is not a required initiative (though that initiative remains a permissible use of Tier Two funds).

Tier Three – Quality of the Participation Experience. Tier Three includes a series of optional strategic enhancements (technology, officiating improvement, athletics training/sports medicine and nutrition, promotions and marketing/Division III Identity, championships enhancements and professional development). Conferences may also use Tier Three funds on permissible Tier One or Tier Two initiatives, or any other initiative that can be justified by the Division III Strategic Plan.
Administrative Stipend (“Tier Four”). Conferences are provided with an administrative stipend to offset the costs of grant program administration including coordination of the annual required third-party review. Conferences may choose to contract out the grant administration or manage the program with existing staff. This administrative stipend is listed under “Tier Four” within the grant reporting system; however, reporting on how the administrative stipend was used is not required. Sample grant administrator duties may be accessed on the Division III Strategic Initiatives Grant Program homepage.
Overall Grant Program Policies and Procedures:

1. This program was formally approved by the governance structure and endorsed by the Division III Commissioner’s Association in 2005 and launched in 2006-07. Grant allocations and policies are reviewed annually by the NCAA Division III Strategic Planning and Finance Committee, which includes representation from the Division III Commissioner’s Association.

2. Currently, conferences are allocated between $45,000 to $90,000 annually based on the number of active conference members.

3. To receive funding, conferences must complete the following annual forms:

   a. **Impact Form Report – due July 15** (following the academic year in which funds were used). The impact form report describes fund use and its impact on the conference (including self-certification), which affirms with the commissioner’s signature that the conference office will submit a third-party external review by October 15 each year. The annual impact form report is completed through the online conference grant program and can be accessed on the Division III Strategic Initiatives Grant Program homepage. The homepage also contains a detailed online grant program users guide.

   b. **Requisition Form – due July 15** (in advance of the academic year in which funds will be provided). The Requisition Form affirms that the conference office will accept funds and use them in an appropriate manner. The form also provides verification from the conference office on the number of member institutions the conference will have in the year of grant funding. The annual requisition form is completed through the online conference grant program and can be accessed on the Division III Strategic Initiatives Grant Program homepage. The homepage also contains a detailed online grant program users guide.

   c. **Third-Party Review Form – due October 15** (following the academic year in which funds were used). The third-party review form provides documentation of a third-party external review of grant fund usage. The current third-party review form may always be accessed on the Division III Strategic Initiatives Grant Program homepage.

4. Conferences should initiate broad-based, conference-wide dialogue to establish the policies governing the distribution of funds and the selection of grant recipients. To acknowledge this broad-based dialogue, upon submission the conference office will be checking a box that indicates that the grant usage has been shared and reviewed by an AD, SWA, FAR and a conference SAAC member. These four individuals also will receive an email copy of the final report and will be given two weeks to express any concerns related to that report to the grant administrator at the NCAA national office. This step is taken to ensure that the conference has used a broad-based and inclusive approach in determining grant usage and distribution of funds.

5. In July and August, the NCAA staff will conduct its standard review of each conference’s Impact Form submitted to the national office, as well as confirm receipt of the conference’s requisition form. If a Level Two (for cause) assessment is deemed necessary, it would entail
the NCAA collecting some of the conference’s receipts and other grant related documents for examination and validation. Issues that may trigger a Level Two assessment include:

a. Not submitting the third party external review by the October 15 deadline;

b. Inconsistencies between accounting and narrative sections of the Impact Form;

c. Lack of detail provided in the narrative section of the Impact Form: and

d. Failure to abide by grant program policy with reported spending.

This list is only a sample and not an exhaustive list.

6. Following the Level Two (for cause) assessment, a report is presented to a subcommittee of the Strategic Planning and Finance Committee to outline any findings and outstanding questions that may have resulted from the assessment.

7. If a conference allocates, or an institution uses, funds in a manner inconsistent with grant program policy, the Strategic Planning and Finance Committee will take one of four actions, depending on the nature of the fund use:

a. Issue a warning to the commissioner, conference athletics director and conference president/chancellor that such fund use shall not be permitted in the future;

b. Deduct the misused funds from the conference’s next annual grant allocation;

c. Require the conference to reimburse the NCAA in an amount equal to the misused funds. The conference is responsible for this reimbursement; however, it may require the institution to submit funds to the conference; or

d. Audit fund use and take other steps as deemed necessary by the staff or committee.

8. The deadline for completion of the Impact Form and Requisition Form (including required signatures) is July 15. The online Impact Form may be accessed on the Division III Strategic Initiatives Grant Program homepage. The homepage also contains a detailed online grant program users guide. The deadline for the annual third party review form is October 15 each year.

9. Conferences will be provided a two-day grace period for submitting the online Impact Form before being penalized a late fee of $500 per week. The fine will be removed from the coming year’s administrative portion of the grant.

10. Funds are typically distributed in September each year.

11. If a conference has a question about application of grant program policy or permissible use of funds, those questions may be forwarded to Jay Jones (jkjones@ncaa.org), the grant program administrator, who will apply program precedent in granting approval or submit the question
to the Division III Commissioner’s Association Conference Grant Subcommittee or to the Division III Strategic Planning and Finance Committee representatives for review.


a. For every check that is distributed, a receipt or document will be kept in the conference office.

b. Conference offices will complete and submit a Requisition Form with the annual Impact Form. The Requisition Form affirms that the conference office will accept funds for the coming year and use them in an appropriate manner.

c. Conferences must submit an annual third-party external review form not later than October 15. Third-party external reviewers will be independent of the conference’s daily operations, accounting and approval processes. Examples of appropriate third-party reviewers are a member institution’s business office (that does not handle conference finances directly); chair of the conference’s presidential oversight body (e.g., institutional president); the conference’s bank; or an outside accounting firm; etc. The current third-party review form may always be accessed on the Division III Strategic Initiatives Grant Program homepage.

d. Beginning in 2012, $400 in additional Tier Four grant funding was added to offset the cost of a third-party external review each year.


a. Provisional members are not taken into account in the determination of the allocation of funds to each conference; however, conferences that have provisional members may choose to share grant resources with those member institutions.

b. Conferences with members in two conferences will receive allocations for "half-members" (.5). With the adoption of NCAA Division III Proposal No. 2012-2, there shall not be any new conferences entering into such an arrangement, but relationships existing on or before August 1, 2012, will continue to be honored.

c. The Association of Division III Independents will support its current members as well as independent institutions that are not members of that Association.

d. Tier One and Tier Two allocations are based on the number of active member institutions in a conference. Tier Three allocations include an equal-base allocation for all conferences, plus an additional allocation per member institution. All conferences shall receive an equal allocation to support the administrative expense of managing this program including the annual third party external review.

e. Because Tier Three is the flex tier, those funds may be spent as described in the Tier Three policies, which includes any initiative permissible under Tiers One or Two, since these tiers are based on the Division III Strategic Plan. Use of Tier One and Tier Two funds are limited to the specific parameters described for those tiers.
f. Allocations will vary each year based on fluctuating membership numbers and overall grant program budget adjustments.

13. Unused funds must be returned to the NCAA with two exceptions:

a. Exception One: If the conference has a remaining unused amount of funds amounting to $300 or less within a particular tier, those dollars will not ‘carry over’ for required usage in the following year. In addition, the conference will not be required to provide a plan for future usage of those dollars, nor will the system flag those dollars for an explanation. Any tier with a carryover of $301 or more will continue to require an explanation and plan for future usage. A conference may retain any unused funds totaling $1,000 or less (across all three tiers combined), provided that the conference submits its justification and plans for the future use of the excess funds in the conference’s impact form. This does not require committee approval.

b. Exception Two: A conference may retain unused funds in excess of $1,000 (beyond $301 in any single tier) provided that the conference submits a detailed plan regarding how the excess funds will be used and the Strategic Planning and Finance Committee approves the plan.

Conferences may pre-emptively request authorization to pool funds across years of the grant program, as long as the funds are to be allocated within the four-year grant cycle (e.g., 2014-18).
Appropriate Usage of Funds Within Each Tier

Tier One – Professional Development, Education and Communication: Specific Spending Requirements and Preapproved Uses

Tier One funds are meant to support administrative professional development. While coaches are eligible for Tier One funds in some cases, these funds may not be used to support coaching specific events. There is a Tier One infographic available on the Division III Strategic Initiatives Grant Program homepage.

<table>
<thead>
<tr>
<th>Student-Athlete Advisory Committee (SAAC).</th>
<th>Preapproved uses of SAAC funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is required.</td>
<td>1. Conference SAAC meeting and communication expenses (e.g., travel and meals for student-athletes and advisors).</td>
</tr>
<tr>
<td>Conferences shall spend at least $200 per member institution in support of the conference SAAC.</td>
<td>2. Guest speakers for conference SAAC meetings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compliance and Rules Seminar Education.</th>
<th>Preapproved uses of Compliance and Rules Seminar Education funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is required.</td>
<td>1. NCAA Regional Rules Seminars.</td>
</tr>
<tr>
<td>There is no set minimum dollar amount that is required to be spent.</td>
<td>2. Up to $1,500 to support the overall costs of a regional-based Conference Rules Seminar event. (Only permissible in the year which a conference is hosting a Conference Rules Seminar).</td>
</tr>
<tr>
<td></td>
<td>3. Travel expenses for Conference Rules Seminar event attendees.</td>
</tr>
</tbody>
</table>

NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.
<table>
<thead>
<tr>
<th><strong>Faculty Athletics Representative (FAR)</strong>*</th>
<th>Preapproved uses of FAR funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is required.</td>
<td>1. FARA Annual Meeting and Symposium.</td>
</tr>
<tr>
<td></td>
<td>2. NCAA Convention.</td>
</tr>
<tr>
<td></td>
<td>4. NCAA Regional Rules Seminar.</td>
</tr>
<tr>
<td></td>
<td>5. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIAA, Women’s Leaders in College Sports.</td>
</tr>
<tr>
<td></td>
<td>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</td>
</tr>
<tr>
<td>Campus Senior Woman Administrators (SWA)*</td>
<td>Preapproved uses of SWA funds include:</td>
</tr>
<tr>
<td>Annual spending is required.</td>
<td>1. NCAA Convention.</td>
</tr>
<tr>
<td></td>
<td>2. Women’s Leaders in College Sports Convention.</td>
</tr>
<tr>
<td></td>
<td>3. NCAA Equity and Inclusion Forum.</td>
</tr>
<tr>
<td></td>
<td>4. NCAA Women's Leadership Symposium.</td>
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<tr>
<td></td>
<td>6. Title IX seminars, generally.</td>
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<tr>
<td></td>
<td>7. NCAA Regional Rules Seminar.</td>
</tr>
<tr>
<td></td>
<td>8. NACDA</td>
</tr>
<tr>
<td></td>
<td>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</td>
</tr>
<tr>
<td></td>
<td>SWA funds may not be used to fund professional development for a female director of athletics, including attendance at the NCAA Convention.</td>
</tr>
<tr>
<td></td>
<td>SWA funds may be used to support attendance at the list of preapproved events for SWAs and individuals aspiring to hold the designation of SWA.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</td>
</tr>
<tr>
<td>Campus Sports Information Directors (SID)</td>
<td>Preapproved uses of member institution SIDs funds include:</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Annual spending is required.</td>
<td>1. The annual CoSIDA meeting.</td>
</tr>
<tr>
<td>At least $1,000 is required to be spent in this category in support of member institution’s SIDs.</td>
<td>2. The annual ECAC SIDA meeting.</td>
</tr>
<tr>
<td></td>
<td>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic Direct Reports (ADR - Vice Presidents OR Presidents to whom athletics directly reports)</th>
<th>Preapproved uses of ADR funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is strongly encouraged, but optional.</td>
<td>1. NCAA Convention.</td>
</tr>
<tr>
<td></td>
<td>2. NCAA Inclusion Forum.</td>
</tr>
<tr>
<td></td>
<td>3. NCAA Regional Rules Seminar.</td>
</tr>
<tr>
<td></td>
<td>4. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in College Sports.</td>
</tr>
<tr>
<td></td>
<td>Funding for these preapproved uses can be provided for a president if he or she serves as the ADR.</td>
</tr>
<tr>
<td></td>
<td>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference Office Staff (including Commissioners, Assistant Commissioners and conference Sports Information Directors)</th>
<th>Preapproved uses of Conference Office Staff funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is required.</td>
<td>Commissioner: In odd years (e.g., 2015, 2017), conferences shall fund commissioner attendance at the biannual summer meeting hosted by the NCAA staff in conjunction with the conference SIDs.</td>
</tr>
<tr>
<td>No more than 25% of the Tier One total amount can be spent within this category.</td>
<td>In even years (e.g., 2014, 2016), conferences may fund commissioner attendance at the summer meeting hosted by the D3CA in conjunction with the NCAA Regional Rules Seminars or the NCAA Convention.</td>
</tr>
<tr>
<td>Preapproved events for conference office SIDs include:</td>
<td>Preapproved events for conference office SIDs include:</td>
</tr>
<tr>
<td>1. In odd years (e.g., 2015, 2017), conferences shall fund</td>
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</tr>
</tbody>
</table>
Tier One – Appropriate Usage

<table>
<thead>
<tr>
<th>category.</th>
<th>conference SID attendance at the bi-annual summer meeting hosted by the NCAA staff in conjunction with the Division III Commissioners Association.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>In even years (e.g., 2016, 2018), conferences shall send the conference SID to professional development program. Preapproved events include the annual CoSIDA and ECAC SIDA meetings.</td>
</tr>
</tbody>
</table>

Ethnic Minorities

Biennial spending is required (e.g., at a minimum there must be some funding provided within this category every other year)

There is no set minimum dollar amount that is required to be spent.

Preapproved uses of Ethnic Minority funds include:

1. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in College Sports.
2. NCAA Inclusion Forum.
3. NCAA Regional Rules Seminar.
4. Professional membership dues to specific organizations geared toward ethnic/minority athletics administrators. (In order to receive the funding under this usage, the recipient must show proof of attending or participating in an educational/professional development program with the organization.)

If a conference does not have a racial or ethnic minority administrator available to attend one of the preapproved events, they also may send an ethnic minority coach to an event other than a coaching convention or send an ethnic minority student-athlete to the NCAA Convention. In the latter case, the student-athlete must have an interest in pursuing a career in athletics, and the conference must commit to making the Convention a meaningful experience for the student-athlete.

If all options for racial or ethnic minority candidates have been exhausted, conferences may provide funding for any administrator to attend an event specifically designed to increase campus or conference diversity or to help campuses or conferences develop strategies to generate diverse candidate pools. An example of such an event would be the NCAA Inclusion Forum.

If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.

NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.
## Athletic Trainers

Annual spending is optional.

<table>
<thead>
<tr>
<th>Preapproved uses of Athletic Trainers funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NATA Annual Clinical Symposia &amp; AT Expo</td>
</tr>
<tr>
<td>2. College Athletic Trainers’ Society (CATS) Annual Meeting</td>
</tr>
<tr>
<td>3. Any expenses Related to Certification-Based Clinics or Training Sessions (e.g., Local, Regional or State Clinics).</td>
</tr>
</tbody>
</table>

*If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.*

*NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.*

*If a conference does not satisfy the requirement to support an FAR and/or SWA’s professional development for two consecutive years, it shall be penalized $500 from its administrative grant. To avoid being subject to this penalty, a conference may opt out of a required category. A conference that opts out of a required category will lose funding for that category, but will not be subject to additional penalty. Forfeited funds will be redistributed to conferences that have historically satisfied all required categories and have unmet needs in Tier One.*
Tier Two – Social Responsibility and Integration: Specific Spending Requirements and Preapproved Uses

The conference must support each of the following areas within the four-year grant cycle (2014-18):

1. Student-Athlete Well-Being/Community Service.
2. Equity and Inclusion.
3. Sportsmanship.

Identity and Integration Activities is an optional initiative during the four-year cycle. Tier Two dollars may be used to support Identity and Integration Activities, but that usage is not required.

Conferences may spend the entire Tier Two allotment in one area in a given year, or may divide it between areas. A conference must demonstrate financial support of each of the three required Tier Two areas over a four-year period; though this financial support may come from sources other than the Strategic Planning and Finance Committee.

Preapproved uses of Student-Athlete Well-Being/Community Service funds include the following:

1. Academic banquet and awards.
2. Adversity training.
3. Alcohol abuse prevention programs or speakers.
4. Anger management programs.
5. Career planning seminars for student-athletes*.
6. Community outreach.
7. DIII week activities.
8. Etiquette training*.
11. Hazing education.
12. Healthy relationships/sexual health and abuse education or programming.
13. Concussions education (e.g., Impact Program).
14. Leadership development speakers or materials*.
15. Life planning programming*.
16. Life skills programming*.
17. Media training for student-athletes.
18. Mental discipline/performance psychology training*.
19. Motivational speaker for student-athletes*.
20. Nutritional/diet information (handbook, access to nutritionist).
21. Purchase of AEDs.
22. Rest/recovery education.
23. Safe competition techniques.
24. Special Olympics initiatives (See the Division III Special Olympics partnership website for programming ideas).
25. Sports massage and relaxation techniques.
26. Student-athlete attendance at NCAA Convention.
27. Time management skills training*.
28. Training for student-athlete mentors (SAM program).
29. Treatments by sports psychologist to address issues including stress management, anxiety, burnout and life balance.
30. Sports Wagering Prevention (this is a subtopic of student-athlete well-being). The NCAA’s Sports Wagering webpage offers further information.
   a. Funding for awareness around National Problem-Gambling Awareness week. This can be a campus-wide event with a sport wagering focus. Awareness week is strategically placed in March soon after Super Bowl and before March Madness.
   b. Giveaways for students during National Problem-Gambling Awareness week for participation in organized prevention events.
c. Advertising about Awareness week or other gambling prevention on campus (television scrolls, campus newspaper; local newspaper, mass emails).

d. Posters/postcards to promote prevention events or to disseminate information about gambling (i.e., sports betting/office pools).

e. Campus speaker about gambling.

f. Distribution of problem-gambling brochure to student-athletes and parents.

g. Employ the Step Up program, a pro-social behavior/bystander-intervention program. Annual letters to local media.

h. Gambling websites blocked in computer labs.

i. Conduct a Wellness Assessment Survey.

j. Props for tabling events to attract students (green felt, card shuffler, display board).

k. Funding for a campus task force lead by athletics using the National Center for Responsible Gaming (NCRG) report to help guide policy and prevention (See ncrg.org website for report and recommendations).

*Per NCAA Division III extra benefit regulations, similar programming must be open to the general student-body for these services to be provided to student-athletes (see NCAA Division III Bylaw 16.3.2). Please contact your Academic and Membership Affairs conference contact if you have interpretive questions regarding the extra benefit regulations.

Impermissible fund use includes the following:

- Televisions or entertainment equipment for locker rooms or other common spaces.

Preapproved uses of Equity and Inclusion funds include the following:

1. Attendance by student-athletes, coaches or administrators at equity or inclusion focused education or professional development events.

2. Campus or community equity or inclusion workshops.

3. Creative presentations to raise awareness of equity or inclusion issues (e.g., plays, spoken word performance, art exhibits or other artistic expressions).

5. Recruitment and retention of ethnic minority student-athletes.

6. Recruitment and retention of women and ethnic minority staff.

7. Events to encourage women and ethnic minorities to pursue careers in athletics (e.g., Winning Careers in Athletics, women’s coaching symposiums, student-athlete attendance at the NCAA Convention).

8. Guest speakers on equity or inclusion topics.

9. Panel discussions on equity or inclusion topics.

10. Service or mentoring activities with a focus on equity or inclusion awareness.

11. Sponsor an internship program for female or ethnic minority junior or senior students with an interest in pursuing a career in athletics. The duties and responsibilities for the internship will vary and the overall goal is to provide administrative duties, including sports information, and professional networking in order to give a quality career experience in college athletics. Since the internship is meant for current students, there would be no coaching responsibilities assigned.

12. Student or SAAC-led initiatives to raise awareness of equity or inclusion issues.

13. Student-Athlete Retreat focusing on equity and inclusion issues.

The Commissioners Association Diversity and Well-Being Subcommittee constructed an inventory of equity and inclusion programs that have enhanced the educational experiences of student-athletes on Division III campuses, and created opportunities for increasing understanding and appreciation for diversity by all campus constituents. That list can be accessed on the Division III Strategic Initiatives Grant Program homepage. The list includes program titles, descriptions and costs, where possible and is updated annually.

Preapproved uses of Sportsmanship funds include the following:

1. All-Conference sportsmanship teams or other conference-based awards.

2. Banners and signage.


5. Division III Week activities.
6. Educational materials, including, but not limited to, mailings to parents and program inserts.
7. Establishment of good sportsmanship student-body pep group or pep rally.
8. Guest speakers.
9. Halftime events.
10. In-game announcements.
11. Newspaper ads promoting sportsmanship.
12. Partnering with SAAC for workshops and seminars.
13. Play with Respect ... Live Respectfully – Program includes five seminars on positive sports
behavior, appropriate decision making and core life values for student-athletes, coaches and
athletics staff.
15. Promotional items including, but not limited to, awareness bracelets and t-shirts.
16. Sportsmanship day.
17. Sportsmanship summit including supervisor of officials, student-athletes, coaches and directors
of athletics.

For additional information, please refer to The NCAA Sportsmanship and Ethical Conduct
Committee webpage.

Identity and Integration Activities

Effective with the 2014-15 to 2017-18 conference grant program’s four-year cycle, the Identity and
Integration Activity is no longer a required initiative; however, it remains permissible to use Tier 2
funds in this way. Activities and symposiums should emphasize the Division III identity and the
integration of intercollegiate athletics in the campus and conference context. Conference Identity and
Integration Symposums and Activities are intended to bring key conference constituents together in
an effort to discuss ways in which each school (and the conference as a group) might best support the
integration concept, consistent with Division III’s unique philosophy, identity and Strategic
Positioning Platform. To assist in the planning and conduct of an Identity and Integration
symposiums, please see the Sample Identity and Integration Symposium and Activity Guide on the
Division III Strategic Initiatives Grant Program homepage.
Other permissible identity and integration activities that may include key conference constituents or campus only key constituents include the following:

1. Support of faculty mentor programs designed to promote a better understanding of the student-athlete experience.

2. Campus-based identity/integration discussions: Provide various campus constituencies (e.g., faculty, academic staff, administration) with the opportunity to learn about the role of athletics, the Division III philosophy, how athletics is integrated within the university as a whole and how athletics contributes to the overall mission of the institution and conference.

3. Celebration of Division III Week incorporating various campus departments.

4. Host a faculty forum on intercollegiate athletics.

5. Recognize National Student-Athlete Day, incorporating various campus departments.

6. Collaborate with admissions office to conduct an annual recruiting seminar.

7. Partner with development office and devise a specific fundraising project that would aid both athletics and development.

8. SAAC-led identity and integration presentations to institutional constituents, such as boards of trustees, faculty, and alumni, and facilitate other campus discussions.

9. Student-athlete integration discussions: engage student-athletes in discussions about the Division III philosophy, how athletics is integrated within the university as a whole, and how athletics contributes to the overall mission of the institution.

10. Programs focused on establishing and assisting students in achieving essential learning outcomes through the identification and integration of learning outcomes taught both on and off-the-field.

11. Conferences may use Tier Two funds on promotional materials (including video) supporting the Division III Identity.
Tier Three – Quality of the Participation Experience: Specific Spending Requirements and Preapproved Uses

Tier Three funds may be used on any permissible Tier One or Tier Two initiative or any other initiative justified by the Division III Strategic Plan.

Impermissible Tier Three fund use includes the following and will be denied:

1. Salary or benefits for campus or conference full-time employees.
2. Standard operating expenses beyond technology expenses.
3. Property plant and equipment that cannot be linked directly to enhancing the participation experiences (e.g., replacing standard athletics equipment or facility maintenance).

Preapproved uses of Technology funds include the following:

1. Color printing equipment and supplies.
2. Communication hardware and software.
5. Game film exchange.
6. Internet and cellular service.
7. Wind gauge (automatically feeds wind speeds into track results program).
8. Statistical software packages and updates.
9. Webcasting (web production and equipment).
10. Web enhancements, including a conference scoreboard.

Preapproved uses of Officiating Funds include the following:

1. Assignment software (e.g., Arbiter Sports).
2. Funding pre-season officiating meetings.
3. Hiring officials’ observers, who evaluate, educate and recruit officials.
4. Officials’ enhancement education, including attendance at the annual July National Association of Sports Officials (NASO) Annual Sports Officiating Summit.

5. Officials training (could include subsidizing registration with Arbiter Sports).

6. Officiating crew manuals.

Preapproved uses of Athletic Training/Medicine/Nutrition funds include the following:

1. Athletic training equipment.


3. Eating to Win program.

4. Funding for planning team to implement heat protocol (including communication initiatives and educational materials).

5. Health and safety posters.


7. Nutrition lectures.

8. Portable AED units.

9. Professional development session for certified athletic trainers.

10. Renew site licenses for IMPACT Concussion Management software.

11. Session for staff or student-athletes: identify signs or symptoms of depression.

Preapproved uses of Promotions/Marketing/Identity (Division III identity activation) funds include the following:

1. Conference banners.
2. Conference directory.
3. Logo development.
4. Schedule cards.
5. Traveling conference trophies.

Preapproved uses of Championships Enhancement funds include the following:

1. Championship t-shirts for participants.
2. Conference awards (participant, MVP, other).
3. Conference-wide championships program.
4. Employment of a professional timing company for swimming, indoor and outdoor track and field and/or cross country championships.
5. Increased signage.
6. Reimbursing expenses for sportsmanship chaperones.

Preapproved uses of Professional Development, Administration/Coaching Education Enhancement funds include the following:

1. Professional development activities for coaches, other campus athletics staff, conference interns or any of the constituents included in Tier One. Events include the preapproved list from Tier One or other events the conference determines to be effective professional development programming.
2. Conference SAAC leadership retreat.
3. Host a professional development day for entire conference.
4. Host session on professional ethics in coaching.
5. Host speaker on catastrophe management.
6. Attendance at Intercollegiate Athletics Forum.

7. New coach’s seminar (compliance review, general).

8. Support attendance at the NCAA Coaches Academy.
Administrative Stipend (“Tier Four”)

Conferences are provided with an administrative stipend to offset the costs of grant program administration including coordination of the third-party review. Conferences may choose to contract out the grant administration or manage the program with existing staff. This administrative stipend is listed under “Tier Four” within the grant reporting system; however, reporting on how the administrative stipend was used is not required. Sample grant administrator duties may be accessed on the Division III Strategic Initiatives Grant Program homepage.