

USOF MAP FUND POLICY

I. Purpose

- A. The purpose of the USOF Map Fund (MF) is to increase the opportunities for orienteering in the United States by providing financial assistance to encourage the production of orienteering maps.
- B. The MF contains two sub-funds:
 - 1. Map Loan Fund (MLF): The MLF provides zero-interest loans to USOF clubs for production of IOF-standard orienteering maps and promotional orienteering maps. The MLF is funded by donations and managed as a revolving fund in perpetuity.
 - 2. Map Grant Fund (MGF): The MGF provides grants of up to \$1000 to USOF clubs to partially defray expenses of map production. Priority for grants is given to young clubs for mapping new terrain located near large population centers. The USOF Board budgets money from the USOF General Fund to finance the MGF.
- C. Sources:
 - 1. Contributions and grants to USOF designated for map loans, map grants, or mapping activities.
 - 2. Undesignated contributions to USOF authorized by the USOF Board of Directors to be used for map loans and grants.
 - 3. Transfers from the USOF Operating Fund authorized by the USOF Board of Directors to be used for map loans and map grants.
- D. Expenditures:
 - 1. Moneys in the MLF and MGF may be disbursed as loans and grants to USOF member clubs and associations for specific mapping projects approved by the Map Fund Administrator and by the USOF Executive Committee.
 - 2. Reversible transfers made from the USOF Operating Fund to the Map Fund may be returned to the USOF Operating Fund upon the majority vote of the USOF Board of Directors.
- E. Dissolution:

The MLF and/or the MGF may be dissolved by majority vote of the USOF Board of Directors. Moneys remaining in the fund at dissolution must be disbursed or transferred in a manner consistent with the intention of their designation to the map funds.
- F. Non-monetary assistance for orienteering mapping is available from other USOF committees, such as the Mapping Committee, the Mapper Referral chairperson, and the Maps Management committee.

II. Administration

- A. The MF shall be administered by the USOF Map Fund Administrator, who shall report to the USOF VP for Club Services. The MF Administrator shall be appointed by the USOF VP for Club Services and confirmed by the USOF Board of Directors.
- B. The MF Administrator shall keep accurate records of MF transactions and balances, and shall carry out the duties described in this MF Policy.
- C. MF administrative costs are reimbursable from the MF, in accordance with USOF budgeting policies.
- D. Donations to the MF are encouraged. Due to USOF's non-profit status, donations to the MF are tax deductible. Commercial donations are handled in accordance with the USOF Sponsorship Policy.
- E. All disbursements from the MF will be recommended by the MF administrator and approved by majority vote of the USOF Executive Committee.
- F. The USOF Executive Committee may make exceptions to this MF Policy by majority vote when appropriate.

III. Eligibility

- A. Only USOF chartered regular clubs, USOF chartered associate clubs, and USOF chartered associations of clubs (herein also referred to as "clubs") are eligible for MF funding. Individuals, associate groups, or other organizations are not eligible for MF funding.
- B. Maps must be set over public or private lands that are both available and accessible to the general public.
- C. No more than 25% of the total funds in the MLF may be on loan to a given club or association at any time.
- D. For appropriate projects that do not meet these eligibility criteria, other USOF funding may be available from the USOF Promotion Fund or other funds as may be available from time to time.

IV. Application

- A. Clubs considering applying for MF funding are encouraged to contact the MF Administrator in advance of submitting the application.

- B. The following application form is attached as an appendix to this MF Policy:
- APPLICATION FOR A USOF MAP FUND LOAN OR GRANT
- C. Application for MF funding shall be made by submitting the completed form to the MF Administrator. A single application is sufficient for loan/grant combinations. Applications for grants must include a separate page stating eligibility and justification in terms of the eligibility criteria listed in the MF Policy.
- D. Applications should be submitted by April 1st or October 1st and at least 2 months before the funds are needed. Applications received after these dates will be considered, but may receive lower priority depending upon the availability of funds.

V. Terms

A. Map Loan Fund:

1. Loan amount will not exceed the total cost of producing and printing the designated map.
2. Loans are unsecured (except as noted herein) and non-interest bearing.
3. Disbursements will be made by USOF to the club or association according to the schedule in the application but only after the loan has been approved by the USOF Executive Committee.
4. Repayment is expected as soon as possible after the first event in which the map is used. Normally this will be within 30 days after the event, but in no case will it be more than one year from the date of the first event to use the map.
5. A loan agreement legally binding the club or association to repayment of the loan must be signed by two officers prior to disbursement of funds.

B. Map Grant Fund:

1. Grants will be made for up to \$1000, but in no case may the grant amount exceed 50% of the total cost of producing and printing the designated map.
2. Applications meeting the eligibility criteria may be considered for both MGF grants and MLF loans.
3. Disbursements will be made by USOF to the club or association according to the schedule in the application but only after the grant has been approved by the USOF Executive Committee.
4. Grant funds will be disbursed as non-interest-bearing loans. Repayment of the amount of the grant will be forgiven when the following documentation is submitted to the MF administrator:
 - a) a completed copy of the designated map, and
 - b) copies of receipts or other documentation of mapping and printing expenses.
5. Extensions to the due date for completion of the map may be authorized by the MF Administrator.
6. Failure to complete the production of the map by the date specified in the application (or an authorized extension) will result in default on the grant.

In this event, the amount of the grant will become immediately due and repayable to USOF.

7. An agreement legally committing the club or association to the terms of the grant must be signed by two officers prior to disbursement of funds.
- C. All maps produced with financial assistance from the MLF or the MGF must be printed with the USOF logo, the USOF address, and a statement of financial assistance from the USOF Map Fund.
 - D. Upon completion of the map, the club must mail a copy of the finished map to the MF Administrator for retention in the Map Fund records as evidence of its completion.

VI. Evaluation

- A. Applications will be evaluated by the MF Administrator, in consultation with the USOF Map Committee and the applicant.
- B. MLF: Priority for loans will be established on the basis of the following criteria (in order of importance):
 1. Loans for maps to be used in Class-A events and meeting the standards of the International Orienteering Federation's Drawing Specifications for International Orienteering Maps or International Ski Orienteering Map Standards.
 2. Loans for maps deemed to have especially significant promotional value.
 3. Newer clubs will have priority for funding over older, larger, and/or more financially established clubs.
 4. Loans for maps of previously unmapped terrain will be given priority over loans for map updates.
 5. Applications from clubs or associations that have made little or no use of the MF in recent years.
 6. Short-term loans will be given priority over longer-term loans.
 7. A club or association's ability to repay will be considered in the evaluation.
- C. MGF: Priority for grants will be established on the basis of the following criteria (in order of importance):
 1. Clubs or associations that are less than 5 years old, and in areas that have not previously had USOF-chartered clubs.
 2. Small clubs that lack the financial resources to tackle major mapping projects without financial assistance.
 3. Maps deemed to have especially significant promotional value.
- D. A club or association's prior history of MF funding may be considered in the evaluation of a request for MF loans or grants.

VII. Approval and Execution

- A. Upon receipt of the necessary information and a recommendation from the MF Administrator, the USOF Executive Committee will consider for approval each application for MF funds. A majority vote of the Executive Committee is required to approve each grant or loan.
- B. After Executive Committee approval but before funds are disbursed to the club or association, the MF Administrator will send the club an agreement between USOF and the club which two club officers must sign and return to the MF Administrator.
- C. Disbursements of funds will be made by the USOF Executive Director upon written request by the MF Administrator.
- D. The club will be responsible for complying with the terms of the agreement with USOF, which will include compliance with this MF Policy, printing the USOF logo and address on the finished map, and mailing a copy of the completed map to the MF Administrator.
- E. Loan repayments shall be sent to the USOF Executive Director, who will notify the MF Administrator.
- F. Maps produced with MF funding are the property of the club or association. However, if a club or association with an outstanding MF loan balance is dissolved, the map (including air photos, basemap, fieldwork, drafting, and final printed maps) shall become the property of USOF.
- G. In the event of dissolution of an association, the member clubs of the association are jointly and severally liable for any outstanding MF loan balances of the association. If a club does not repay its percentage of an outstanding MF loan balance, the other clubs shall repay the full MF loan balance in proportion to their percentages, per the written loan agreement(s).

APPLICATION FOR A USOF MAP FUND LOAN OR GRANT

Club Name _____ Application Date _____

Contact Person _____ Position in Club _____

Address _____

City/State/Zip _____

Telephone(s) _____ Email _____

Meet Title _____ Meet Date _____

Meet Type _____ No. of participants expected _____

Map Name _____ Map Location _____

Map scale _____ Contour Interval _____ Area (sq.km.) _____ IOF Standard? _____

Map Budget	Cost	MF Request	Date funds are needed	Source of product or service
Aerial photos				
Base map				
Field checking				
Drafting				
Printing				
Totals				

No. of copies to be printed _____

Proposed repayment schedule:

1st Payment Date _____ Amount _____ 2nd Payment Date _____ Amount _____

Other funding sources _____

Purpose of the map _____

Promotional value of the map _____

Do you wish to be considered for a portion of this loan to be in the form of a grant? Yes No
 If yes, attach a justification to this application. See Map Fund Policy for details.

Mail completed application to:

Linda Ferguson
6561 Rundale Ct
Alexandria, VA
703/921-2025
cior@aol.com