



## USNDP Grant Application Additional Parent/Guardian Supplemental Application Process

### What is an "Additional Parent/Guardian" and When Does This Apply?

You must add the name and email address of an "Additional Parent/Guardian" to your application if there is a parent or guardian who:

- Shares custody and/or provides financial support for the athlete, AND/OR
- Lives in a different household than the Primary Applicant (the parent/guardian who initiated the application), AND/OR
- Files taxes as "Single," "Head of Household," "Married Filing Jointly" (if married to a person that is not the Primary Applicant), or "Married Filing Separately" (if married to a person that is not the Primary Applicant)

The "Additional Parent/Guardian" must complete a separate, abbreviated financial application process.

### Why We Need This Information:

This helps us gather a complete picture of the athlete's available financial resources across all types of family dynamics to accurately and fairly assess grant eligibility.

### PLEASE NOTE: "Additional Parent/Guardian" is NOT the same as "Secondary Parent/Guardian"

- **Secondary Parent/Guardian:** A parent or guardian who lives in the same household as the Primary Applicant and is authorized to communicate with the USNDP Grants Team and act on behalf of the athlete during the application process.
- **Additional Parent/Guardian:** A parent or guardian who shares custody and/or provides financial support, lives in a different household and/or files taxes separately (as noted above), and must complete their own separate application to maintain financial confidentiality.

### Step 1: Edit Unsubmitted or Returned Application

From the USNDP Grant Management Center Home Page:

- Click on 'Application' located in the top menu OR click on the blue 'Start/Resume Application' button located in the center of the 'Home' page
- Select Unsubmitted or Returned Application

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## Step 2: Resume Selected Application

Once athlete is selected:

- Click on the blue button labeled 'Resume Selected Application'
- You will land on the 'Parent/Guardian Information' page

## Step 3: Select 'YES' under 'Additional Parent/Guardian'

Once in the 'Parent/Guardian Information' page:

- At the bottom of the page, click the dropdown menu under 'Additional Parent/Guardian'
- Select 'Yes'

The screenshot shows the 'Parent/Guardian Information' form with the following sections:

- Primary Parent/Guardian Contact Information**
  - Parent/Guardian First Name: Johnny
  - Parent/Guardian Middle Name:
  - Parent/Guardian Last Name: Example
  - Parent/Guardian Phone Number (XXX-XXX-XXXX):
  - Parent/Guardian Email Address:
- Parent/Guardian Physical Address**
  - Street:
  - City: Raleigh
  - State: NC
  - ZIP/Postal Code: 27604
- Secondary Parent / Guardian**
  - Would you like to add a secondary parent/guardian to this application who can also work with the USNDP Grants Team? No
- Additional Parent / Guardian**
  - Does the athlete have an additional parent or legal guardian who shares custody and/or provides financial support for the athlete, whether living in the same household as you or in a separate household?
  - Dropdown menu: --None--

A red box highlights the 'Additional Parent / Guardian' section, and a red arrow points to it with the label 'STEP 3'. At the bottom of the form are 'Save' and 'Next' buttons.

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## Step 4: Complete the 'Additional Parent/Guardian' Information

After selecting 'YES':

▼ Additional Parent / Guardian

Does the athlete have an additional parent or legal guardian who shares custody and/or provides financial support for the athlete, whether living in the same household as you or in a separate household?

☐ Yes

\* Additional Parent/Guardian First Name

\* Additional Parent/Guardian Last Name

\* Additional Parent/Guardian Email Address

\* Parent/Guardian Attestation:

☐ I understand that the additional parent/guardian residing outside the primary parent/guardian's household will need to complete a separate financial information application. I acknowledge that:

- The additional parent's/guardian's application is connected to this application.
- I will not have access to the additional parent/guardian's financial information.
- The additional parent/guardian will not have access to my financial information.
- The additional parent's/guardian's completed financial application is required for my athlete's application to be considered complete.
- The USNDP Grants Team will maintain confidentiality of all financial information submitted.

By checking this box, I confirm my understanding of this requirement and agree to inform the additional parent/guardian of their need to complete the separate financial application.

**STEP 4**

- Complete the required information

### NEXT STEPS:

- After the 'Primary Parent/Guardian' submits an application, the 'Additional Parent/Guardian' receives an email from the USNDP Grants Team detailing next steps for completing an abbreviated, 'Supplemental Financial Application'.
- **The Supplemental Financial Application**
  - The 'Additional Parent/Guardian' must complete one separate, abbreviated application that will apply to all athletes in family.
  - Applications are connected to the athlete(s), but financial information remains confidential between households.
  - Both completed applications (primary application and supplemental application) must be submitted for grant consideration.

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