



UNITED STATES JUDO FEDERATION

Development Committee, Chairperson

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To: All Yudanshakai Presidents

Cc: All USJF Committee and Subcommittee Chairs
USJF Executive Committee
USJF Website

From: David Matsumoto

Re: USJF Development Committee Yudanshakai Grant Procedures

Hi. We hope everyone is well. We are writing about the USJF Development Committee's (DC) Yudanshakai Grant procedures. We know that there has been some questions about it in the past and hopefully this letter can clarify how this mechanism works.

The USJF DC Yudanshakai grants are designed to help Yudanshakais become more successful and active business units of the USJF. The DC views Yudanshakais as the most important organization in the USJF, and the growth and development of judo in the US depends to a large degree on the activity and performance of our yudanshakais.

As you are well aware by now, the USJF as an organization has adopted a model of organizational growth and development that is based on a planning process called "strategic planning." There are many variations of strategic planning, but they all basically entail the following processes:

- A. Outlining the goals, mission, and vision of the organization
- B. Reviewing previous activities and past practices in terms of how those goals were met and the mission and vision addressed
- C. Evaluating the efficacy of those past practices using objective standards
- D. Based on that evaluation to design a plan of future activities to continually address the goals, mission, and vision better
- E. Engage in a process of evaluation of future activities based on objective criteria

Within the plan of activities that are generated in Step D, many of them can probably be accomplished with little or no funding. Other things require funding, and of those, some of them may be beyond the financial resources of the yudanshakai. It is those activities that require funding that are beyond the resources of the yudanshakai that we are seeing as most eligible for applying for funding from the USJF.

When a yudanshakai believes that such activities exist and wants to apply for funding, here are the steps that are involved:

1. The yudanshakai engages in a process of strategic planning like that outlined above, or something similar.
2. The yudanshakai identifies that it has activities that require financial resources beyond its own on the basis of step 1 and decides to apply for USJF funds
3. A proposal is developed and submitted to the USJF DC by the deadline. Calls for proposals generally are distributed in January of each year, and are due in March of that year.
4. The USJF DC meets in April and deliberates on the proposal. A representative of the Yudanshakai is generally required to be at the meeting to field questions. (The reason for this is that there often are questions of the applicant, and the USJF is looking for active participation among its yudanshakais. Typically the YDK representative to the board meetings makes the presentation.)
5. The USJF DC makes a preliminary allocation of the applications for final allocation in July.
6. Between April and July Yudanshakais may revise and resubmit their proposals.
7. The USJF DC deliberates again in July concerning preliminary allocations made in April and any new or revised proposals submitted before its meeting. Deadline is typically end of June. A representative of the yudanshakai is typically required to be at this meeting also.
8. The USJF DC makes final allocations at the July meeting.
9. The USJF Finance Committee and The USJF Executive Committee approve the USJF DC's final allocations at the July meeting.
10. The USJF Board of Directors finalizes allocations at its July meeting.
11. Funded yudanshakais can access funds in the following fiscal year according to procedures outlined to them in a separate memo.

In deliberating the USJF DC is particularly interested in ensuring that yudanshakais are requesting funds for activities based on a plan that has been generated through a process like strategic planning.

It is a lot of work to produce proposals, but even before that it is a lot of work to do the kind of planning we are discussing even *prior* to thinking about submitting proposals. The USJF is making a conscious effort to do such planning itself and to get its yudanshakais to engage in such planning.

We hope that this letter clarifies some of the processes and procedures about the Yudanshakai grants. We know that you may have more questions or may want to get help in getting your yudanshakai to do the planning in order to submit a viable proposal. Toward that end the USJF DC is willing to send a representative to you to help if you are at all interested in getting more involved in the process, to improve previous proposals, to help with your strategic planning, or to respond to any other issues concerning yudanshakai development. Please don't hesitate to contact us so that we can discuss your yudanshakai's needs further and to potentially set something up.

Thanks a lot, and take care.

Sincerely,



David Matsumoto
Co-Chair Development Committee