

# Non-Appropriated Funds (NAF) Year 2026 **CG Sports Participation Grant** How-To Guide

CWO3 Kelly Johnston  
CG Sports Program Manager  
Community Service Command

Updated 1/22/2026

# Overview: Sports Grant Eligibility & Guidelines (NAF 2026)

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Supports **up to 2 grant requests per active-duty member**, with a **combined maximum of \$200**

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Event must take place between **1 Feb 2026 – 31 Jan 2027**

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**Eligible:** Individual competition entry fees only

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**Not eligible:** Team events, events using motorized vehicles, membership fees, league dues, licenses, training programs, or equipment costs.

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**Deadline to submit an application** for the Sports Grant is 1 December 2026.

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**Reimbursement will be made via Zelle. Please keep in mind that payment will be processed after the event is completed and your payment request has been submitted.**

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**Questions?** Email [cgsports@uscgmrw.org](mailto:cgsports@uscgmrw.org)

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See examples of approved events at [coastguardmwr.org](http://coastguardmwr.org)

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Submit the payment request, receipt and proof of completion **AFTER** you have completed the event. Requests submitted before the event date cannot be processed or held for payment.

# Overview: Reimbursement Process

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- **Step 1:** Apply using the form listed in **ALCGPSC 009/26**. Only grant requests submitted through the linked application form will be considered. Do not use a memo someone forwarded you or from previous years.
- **Step 2:** Once your application is received, the **CG Sports Program Manager** will email you detailed instructions on how to request reimbursement, including memo and receipt requirements.
- **Step 3:** After completing the sporting event, submit your payment request memo, receipt and proof of completion to the CG Sports Program Manager at **CGSports@uscmw.org**.
- **Step 4:** The CG Sports Program Manager will process your payment via **Zelle**. Please note: Payments are processed in batches and require multiple steps, so processing may take some time. Your patience is appreciated, and payments will be completed as soon as possible.
- **Step 5:** Once the Zelle payment is sent, you will receive a text or email to **accept the payment**. You must accept the payment within **10 days**, or the payment will need to be resubmitted.

# Step 1: Initial Application Form Completion Instructions

**The following instructions are for the application form referenced in ALCGPSC 009/26. If you have already filled that out- you can skip to step 2.**

- **Click on the link in the ALCGPSC 009/26 message to begin.**
- **Block 1:** Fill in your first name.
- **Block 2:** Middle name. **If you do not have a middle name- just leave that block blank. Do not fill it in with NMN.**
- **Block 3:** Enter your last name.
- **Blocks 4-11:**  
Enter your email, phone number, and address exactly as they appear on your **Zelle account**.
  - Double-check this information before submitting your reimbursement request.
  - If any of this information changes before reimbursement is processed, notify me so it can be updated.
- **Block 6:**  
Enter **street address only**.
  - Do not include apartment/suite number, city, state, or ZIP code.
- **Block 7:**  
Enter your apartment or suite number (if applicable).
- **Block 8:**  
Leave blank unless you have additional address details not listed elsewhere.
- **Block 12:**  
Select your paygrade (for data tracking purposes only).

# Step 1: Form Completion Instructions

- **Block 13:**  
Select your military status.
  - **Eligible:** Active-duty members and reservists on active-duty orders
  - **Not eligible:** Cadets and reservists not on active-duty orders
- **Blocks 14–21:**  
Enter information for **one individual event.\***
  - A separate section is provided for a second event if applying for two.
  - **Block 21:** This is a duplicate question due to a form error—please answer it twice.
- **Block 19:**  
Individual events only.
  - Team events will be marked ineligible.
  - If you need to update your submission with an eligible event, contact [cgsports@uscmwr.org](mailto:cgsports@uscmwr.org).
- **Blocks 22–27:**  
Enter information for a **second event** (if applicable).\*
- **Blocks 28–29:**  
Enter your current unit and district (for data tracking purposes only).

*\*If you need to change your event(s) for any reason, no problem! Just email the details for the new event to [cgsports@uscmwr.org](mailto:cgsports@uscmwr.org) so we can update your application. If you decide to add a second event later, simply fill out another application listing the new event as your first event. The program manager can combine your events on their end.*

# Step 2: Await further instructions

Once or twice a week, the **Program Manager** will pull the submitted form results and email members with next steps. This process is **not automatic**—your application must be retrieved manually, so please be patient.

Once your submission is received, you will get an email with the template memo attached and instructions on how to request your payment. You can consider this email as your approval for the event you applied for.

## MWR SPORTS GRANT PROGRAM - NAF YEAR 2025

CWO Kelly Johnston  
To: CWO Kelly Johnston  
Cc: CWO Kelly Johnston  
You replied to this message on 11/14/2025 7:55 AM.  
MWR Sports Grant Payment Request (2025).pdf  
4 MB

Reply All Forward Print ...  
Mon 10/27/2025 2:13 PM

### \*Please do not forward this email\*

*This email is only for NAF year 2025 applicants. Interested members need to apply as per the MWR Sports Grant NAF Year 2025 message before submitting payment requests for reimbursement.*

### \*Read thoroughly before submitting your payment request\*

(Sent Bcc to Coast Guard Athletes)

MWR received your sports grant application —

Thank you for applying and for representing the service through athletic events/activities! We're excited to support you as part of the CG Sports Program, an official MWR initiative that promotes fitness, competitive excellence, and service pride across the Coast Guard.

### A few guidelines/restrictions to note:

- The sports participation grant helps offset individual competition entry fees. Per MWR policy, **we are unable to cover team entry fees**,

# Step 3: Submitting Your Sports Grant Payment Request

## AFTER you complete the event:

- Email the following to the CG Sports Program Manager, CWO3 Kelly Johnston at [Kelly.Johnston@uscmwr.org](mailto:Kelly.Johnston@uscmwr.org) AFTER you have completed the event:
  - The **MWR payment request memo** (signed electronically or with your printed signature)
  - Your **paid receipt** (must include your name)
  - **Proof of completion.** This may include a screenshot of your results, a photo at the finish, a finisher's medal, or other creative options if needed. If you have any issues, please reach out to [cgsports@uscmwr.org](mailto:cgsports@uscmwr.org). We don't want this requirement to deter you from participating.

## Filling out/Signing the memo:

- **Fill out your information on the first page only.** It should auto fill on the second page. The second page is for the CG Sports Program Manager to sign.
- The form includes a block for a **digital CAC signature in the 'From:' line**. Type your name in the block provided (example: Kelly Johnston, CWO3) and sign above it. Sign the first page only.
- If you cannot sign digitally, **print and sign above your name**.

## Payment notification:

- You will be notified once your **Zelle payment** is issued.
- Payment may come from **PayChoice**, so watch for a text or email mentioning **Coast Guard MWR Sports Grant**.

## Accepting payment:

- You have **10 days** to accept the payment.
- If not accepted within 10 days, the payment will **expire** and must be resubmitted.

U.S. Department of Homeland Security  
United States Coast Guard

Community Services Command

Unit Street Address  
Unit City, ST Zip-code  
Phone: (555)867-5309  
Email: kelly.johnston@uscmwr.org

1710  
21 Jan 2026

**MEMORANDUM**  
JOHNSTON,KELL  
Y.A1018402161  
Digitally signed by JOHNSTON,KELL  
Date: 2026.01.21 12:49:16 -05'00'

From: Kelly.Johnston, CWO3

To: CG CSC (mwr)

Subj: REQUEST FOR PAYMENT OF APPROVED SPORTS PARTICIPATION GRANT

1. I have attached the payment receipt and supporting documentation for my approved sports participation grant.

Full Name: JOHNSTON  KELLY  A  PERS  
Last First M.I. Title (e.g. SKJ)

Address: 1234 LALA LANE  NOWHERESVILLE  NC  11111  
Home Street Address City State Zip Code

Entry Fee: \$ 98.00 Active Duty:  Reserve:

Zelle Email Address: KELLY.JOHNSTON@USCGMWR.ORG

Zelle Mobile Phone: 5558675309

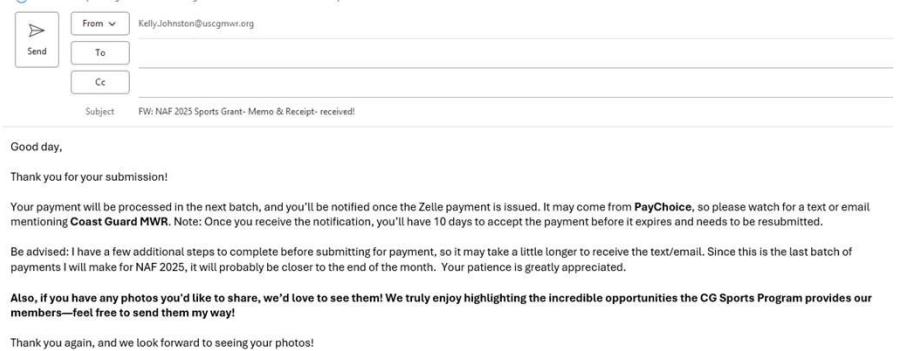
2. The grant requested will offset the entry fee for the following competition.

DOPEY RUN  ORLANDO  FL  21 Jan 2026  
Event Name City State Event Date

3. Furthermore, this request, supported by my signature, serves as an acknowledgment that I participated in the competition.

# Step 4: The CG Sports Program Manager will process your payment via Zelle

- The **Program Manager** processes payment requests **once or twice a week**.
- Again, this is a **manual process**—it is not automatic, so please be patient. One person handles payments for **500+ members**, so batches may take time.
- You will receive an email once your request has been processed.
- Payment will be issued after your batch is uploaded; processing time may vary.



# Step 5: Accepting Your Zelle Payment



Once your payment is sent, you will receive a text or email to accept it.



The notification may come from PayChoice and will reference Coast Guard MWR.



You must accept the payment within 10 days, or it will expire and require resubmission.



If you have any issues, contact the program manager at [cgsports@uscmwr.org](mailto:cgsports@uscmwr.org).

# Send Us pictures!!

Send photos from your events to us—we may feature them on the MWR website, social media, or in a MyCG article.\*

Your submissions help showcase the incredible opportunities the CG Sports Program provides to our members.

Like, Follow, & Share our Social Media pages!!!

Instagram: [@coast\\_guard\\_sports](https://www.instagram.com/coast_guard_sports)  
Facebook: [@Coast Guard Sports](https://www.facebook.com/CoastGuardSports)

\*By submitting or sharing a photo with us, you grant permission for us to use, reproduce, and share the image on our social media platforms and website unless you specify otherwise. You also confirm that you have obtained consent from all individuals shown in the photo for this use.





## MWR Programs Powered by CG Exchange

### **Did you know:**

These MWR programs are made possible by profits from the Coast Guard Exchange (CGX).

100% of the profits go back to support Coast Guard members and their families ☺

Thank you, CGX!!!