



Hennepin Youth Sports Program Application

Application Documentation

Provide three original copies of all items listed below.

Project Summary

Write a short summary of the project. Include the address of the site.

Resolution of Local Government Unit

The respondent is required to execute a resolution which authorizes filing of the application and execution of final agreements with Hennepin County. An example of the required resolution is attached. All portions must be followed exactly as shown in this example.

Geographic Location Map

Prepare a geographic location map which clearly indicates the location of the proposed sport or recreation site. The map should be no larger than 8.5 x 11 inches.

Site Plan

Provide a site plan drawing of the proposed project. The site plan should be on one sheet not exceeding 24 x 36 inches.

Environmental Improvements

List and describe all environmental improvements. New irrigation systems are considered an environmental improvement.

Agreements and Arrangements

Include a copy of any legal agreements or arrangements with other organizations or government agencies participating in this project. Examples include Joint Power Agreements, Letters of Intent for matching funds from private groups, and letters of support.

Operations and Maintenance Statement

Briefly describe the plan for operations and maintenance of the facility. Indicate:

- Agency responsible for operations and/or maintenance,
- Source(s) of operations and/or maintenance funds, and
- Length of time facility will be open on a daily, weekly and seasonal basis.

Note: No grant awards may be used for programming, operations and/or maintenance of the facility. Grant recipients are prohibited from converting any portion of the project to non-public or non-sport uses or transferring ownership of the property without the approval of Hennepin County. Recipients may contract or lease operations to a non-public entity, but ultimate ownership and operational responsibility must remain with the original local government unit.

Comprehensive Plan Compatibility

Demonstrate that the proposed facility:

- is consistent with the local comprehensive plan,
- does not duplicate any existing facility in the area,
- will be a complement to the existing infrastructure of facilities in the community, and
- fits into the current park and recreation plans of the community.

Do not submit the actual Comprehensive Plan.

Estimate of Users

Produce an estimate of the frequency and types of uses. If some users are expected to come from outside of Hennepin County, please provide subtotals for Minnesota and national users.

Local Matching Funds

Respondents are required to provide matching funds or in-kind contributions. Matching amounts will be a factor considered in grant awards. Please state whether matching funds are currently in reserve or are future commitments. For the latter, provide a written plan on how the source intends to raise the funds, including fundraising methods and timelines. If possible, include evidence of past fundraising efforts in communities similar to the respondent's community.

Budget

Submit a complete capital budget and a five (5) year pro forma operating budget for the proposed project.

Timeline

Submit a proposed timeline of the start, major segments, and completion of the project.

Economic Impact Analysis (Optional)

The respondent has the option to demonstrate the economic impact implications of the proposed facility. The applicant should outline a typical annual schedule of events with corresponding economic impact, emphasizing non-Hennepin County participants and spectators.

Application Form

Respondents are required to complete the attached Application Form, containing the following elements:

1. Legal name of the local government unit responsible for the project.
2. Name of the project. If the application is for the continuation of a previously approved, publically-funded project, use the same name as the original project.
3. Primary contact person who will have direct responsibility for the day-to-day activities of the project and to whom project inquiries can be directed.
4. Federal and Minnesota Employer Identification Numbers.
5. Signature of official(s) of the responsible local government unit as authorized by resolution.

All 3 copies of the Application Form must be dated and bear the original signature of the authorized official(s).

Evaluation Criteria

The Hennepin County Board of Commissioners will review and make final determinations of grant awards.

These criteria will be among those considered in evaluating grant applications:

- Need for the facility
- Population and number of people served
- Leveraging non-Hennepin County funds and in-kind contributions
- Sustainability, including ongoing operating funds
- Inclusion of environmental improvements
- Partnerships among local units of governments and between local units of governments and non-profit sports organizations
- Timeline and demonstrated ability to perform
- Equitable distribution throughout the county

Sample Resolution of Local Government Unit

Required form of resolution authorizing filing of application and execution of agreement to develop sport or recreation facilities under the provisions of the Hennepin Youth Sports Program:

WHEREAS, Hennepin County, via the Hennepin Youth Sports Program, provides for capital funds to assist local government units of Hennepin County for the development of sport or recreation facilities, and

WHEREAS, the _____ (local government unit, hereinafter LGU) desires to develop a _____ (name of project, hereinafter PROJECT) for the purpose of _____.

NOW, THEREFORE BE IT RESOLVED BY THE _____ (authorizing board) of the _____ (LGU):

I. The estimate of the total cost of developing PROJECT shall be \$_____ and LGU is requesting \$_____ from the Hennepin Youth Sports Program and will assume responsibility for a match requirement of \$_____.

II. LGU agrees to own, assume one hundred (100) percent of operation costs for PROJECT, and will operate PROJECT for its intended purpose for the functional life of the facility, which is estimated to be ____ years. NOTICE: If the LGU will not be the owner of the property a Covenant between the LGU and the Owner must be executed. Please refer to Appendix "A" of this application document for the requirements of the covenant.

III. LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of constructing a sport or recreational facility and long-term program direction.

IV. That the _____ (authorized representative) and/or _____ (LGU) is authorized and directed to execute said application and serve as official liaison with Hennepin County or its authorized representative.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the _____ (authorizing board) at a duly authorized meeting thereof held on the ____ day of _____, 2010, as shown by the minutes of said meeting in my possession.

By _____

Its _____

Hennepin Youth Sports Program Application Form

Local Government Unit (legal name)
Local Government Unit Official
Mailing Address
City, State, Zip Code
Telephone Number
Email Address
Minnesota Tax ID Number
Federal Employee ID Number
Name of Project
Authorized Representative
Mailing Address
City, State, Zip Code
Telephone Number
Email Address

EXECUTION

IN WITNESS THEREOF, the respondent has caused this application to be executed on the ____ day of _____, 2010.

Legal Name of Respondent

By _____

Its _____

Application Checklist:

- Resolution of Local Government Unit
- Geographic Location Map
- Site Plan
- Environmental Improvements
- Agreements and Arrangements
- Operations and Maintenance Statement
- Comprehensive Plan Compatibility
- Estimate of Users
- Local Matching Funds
- Budget
- Timeline
- Economic Impact Analysis (optional)
- Application Form

Appendix "A":
Requirements for a Covenant between a Local Unit of Government and a
Private Land Owner

In cases where a Local Unit of Government (LGU) wishes to represent a Private Land Owner (Owner) in the application for a Hennepin Youth Sports Program Grant, the LGU shall execute, with the Owner, a covenant to run with the land.

The covenant will be constructed by the LGU, shall be subject to the review of the Hennepin County Attorney's Office, and must include the following elements:

1. The covenant shall be in writing.
2. The covenant shall demonstrate the benefits it provides the LGU and Owner.
3. The covenant shall apply to and bind successors of the LGU and/or Owner.
4. The covenant shall be recorded.
5. The Owner shall provide written notice as to the terms of the covenant to successor owners prior to the sale of the land.
6. The covenant shall ensure the public may enjoy the use of the land for youth activities and/or youth and amateur athletics as described in the Grant application.
7. The Owner may not modify the land from its intended public use without written consent of the LGU.
8. The covenant shall be in effect for 15 years (the expected life of the public improvement). During this time, the Owner shall ensure the land is used for the purposes described in paragraph 6 and is available to otherwise be used by the public for reasonable periods of time as agreed to by the LGU.
9. If, during the time period when the covenant is effective, the land is not used for the purposes described in paragraph 6 and/or is not reasonably available for public use, the Owner shall repay the LGU the full amount of the Grant and other funds provided to the Owner from the LGU.
10. The covenant shall not violate the law.
11. The covenant shall not violate the public policies of the LGU.