



Hennepin Youth Sports Program Facility Application 2019

(Submission Deadline: 11/4/2019)

Below you will find details that the Minnesota Amateur Sports Commission and Hennepin County Commissioners will be requiring and reviewing in your facility application. Please provide all necessary details to showcase your project based on the details and scoring rubric below. Additionally, the application top page is located at the bottom of this document.

Project name and summary

Write a short summary describing the project. Include the street address of the facility and the Hennepin County Commissioner district the project is located in.

Timeline

Submit a proposed timeline of the start, major segments, and completion of the project. The project is required to be completed by June 30, 2021.

Partnerships

List additional local government units, youth sports associations or other non-profit organizations that are partners in the project. Describe the nature of each partnership. If available, include a copy of legal agreements, such as a joint powers agreement, or other arrangements with entities that will manage, maintain, or use the facility.

Number of youths served and user demographic characteristics

List the potential users or user groups of the facility. Estimate how frequently each will use the facility and the overall yearly usage of the facility, preferably the number of participant visits each year. Describe the demographic characteristics of the potential users.

Increased capacity

Describe the new or expanded athletic or recreational opportunities that will be created by the project.

Improved conditions

Describe the improvements to existing athletic or recreational facilities.

Geographic location map

Prepare a geographic location map which clearly indicates the location of the facility. The map should be no larger than 8.5 x 11 inches.

Site plan

Provide a site plan of the proposed project. It should be on one sheet not exceeding 11 x 17 inches.



Project budget

Submit a complete and itemized budget for the project.

Matching funds

Applicants are required to provide matching funds of monetary and/or in-kind contributions. Itemize the sources and the amounts of all matching funds. In-kind contributions should be listed at the fair market value of the contributions in both the project budget and matching funds sections. State whether monetary 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.

Community support

Show the level of support within the community for the project. This could include volunteer contributions to the construction of the project or to the operation of the facility. Another example would be letters of support from community organizations or local representatives.

Environmental improvements

List and describe all environmental improvements. Examples include energy efficiency improvements, water re-use, water run-off and drainage improvements, new green space and new irrigation.

Stewardship and sustainability

Indicate what entities are responsible for operations and maintenance and list the sources of these funds. If the project is a new facility or expands sports or recreational opportunities, state how much additional operational and maintenance funds will be required each year.

Resolution of Local Government Unit

The applicant is required to execute a resolution which authorizes the filing of this application and pledges execution of final agreements with Hennepin County if a grant is awarded. The form of the required resolution is a separate document found on the HYSP webpage. If the resolution will be taken up by the local government unit after the deadline of the application, state the date that the resolution will be considered and include an agenda with the resolution listed.

Notes

If an award is made to a facility that is located on private land, the private land owner must agree to a covenant with the local government unit to ensure the facility remains open for long-term, significant public access.

Administrator

The Hennepin County Board of Commissioners has contracted with the Minnesota Amateur Sports Commission to administer the application, evaluation, contract, and payment process. The Hennepin County Board will make the decisions to award facility and fall equipment grants to applicants in December of the grant year.

Information and updates

All information and any updates can be found at <https://www.mnsports.org/hennepin-county-youth-sports-grant/>



Deadline

Send or deliver three sets of the application by 4:00 PM on Monday, November 4, 2019 to the Minnesota Amateur Sports Commission, 1750 – 105th Avenue NE, Blaine, Minnesota 55449. Also send an electronic copy of the application by the same time to Spencer Arvold, email below.

Contacts

Applicants who have questions regarding this application may contact:

Spencer Arvold, Program Director Grants@mnsports.org

Jayne Murphy, Analyst

Lynda Lynch, Admin

Applicants are also encouraged to inform their County Commissioner's office of their application. Commissioner districts can be found at <http://www.hennepin.us/your-government/leadership/find-commissioner>.



Hennepin Youth Sports Program Facility Scoring Criteria 2019

Partnerships – 20 points

Projects that have active partners – other public entities or private organizations – involved in contributing funds or a formal agreement to manage, maintain, or use the facility will receive more points for this category.

Increased capacity – 20 points

Projects receive the highest scores for building new facilities. Creating new or expanded athletic or recreational opportunities at existing facilities will also receive higher scores for this category.

Matching funds ratio – 15 points

Applications are scored on a sliding scale according to the ratio of the amount of matching funds to the total project cost. A higher percentage of matching funds receive more points.

Projects without matching funds (monetary or in-kind) will not be considered

Number of youths served & User demographic characteristics – 15 points

Provide the number of youths annually served by your organization and describe the socio-economic factors of the user groups (e.g., Socioeconomic Status, Age, Race).

Improved conditions – 10 points

Provide a narrative demonstrating how existing capacity for recreational opportunities would be expanded, conditions of the current facility are improved, and how overall safety is enhanced.



Stewardship and sustainability – 10 points

Demonstrate that the applicant has responsibly maintained current facilities and can provide long-term operational support and maintenance for the proposed facility. If project is a new facility, please provide a 3-year proforma. If existing, provide previous years (2018) Profit and Loss Statement (P&L) and 3-year proforma.

Community support – 5 points

Demonstrated non-monetary support of community organizations, such as volunteer hours or official letters of support, will receive points in this category.

Environmental improvements – 5 points

List and describe all environmental improvements (e.g., Energy efficiency, water re-use, new green space).

Total points - 100



Hennepin Youth Sports Program Facility Application Form

Name and address of project
County Commissioner District Number where facility is located
Local Government Unit (LGU)
LGU application contact (Name, mailing address, email and telephone)
LGU Public Affairs contact (Name, email and telephone)
Minnesota Tax ID Number
Federal Employee ID Number

EXECUTION

IN WITNESS THEREOF, the applicant has caused this application to be executed on the _____ day of _____, 2019.

By: (Name, Title)

Updated: August 2019