



# Hennepin Youth Sports Program Facility Application Guidelines 2021

## **Project 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.

## **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.

## **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, 2023.

## **Project budget**

Submit a complete and itemized budget for the project.

## **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.

## **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 opportunities.

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### **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.

### **Number of youth 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.

### **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.

### **Application form**

Complete the Application Form found on the HYSP webpage. All three copies of the Application Form must be dated and bear the original signature of the authorized official.

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### **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. See [mnsports.org/hennepin-county-youth-sports-grant/](https://mnsports.org/hennepin-county-youth-sports-grant/) for more details about this covenant.

### **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 2021.

### **Information and updates**

All information and any updates can be found at [mnsports.org/hennepin-county-youth-sports-grant/](https://mnsports.org/hennepin-county-youth-sports-grant/).

### **Deadline**

Send or deliver three sets of the application by 4:00 PM on Monday, November 1, 2021 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 Karah Lodge, email below.

### **Contacts**

Applicants who have questions regarding this application may contact:

Karah Lodge, Program Director                      [grants@mnsports.org](mailto:grants@mnsports.org)

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>.

Updated: September 2021