



Equipment Application - Spring 2023

APPLICATION INSTRUCTIONS, TECHNICAL ASSISTANCE AND APPLICATION SUBMISSION

Application Instructions

Complete all required fields. If information is missing, your application may be marked as incomplete. Fill out information within the application form in the space provided below. If additional room is needed, attach additional pages to your application and clearly mark the attached pages with the sections you are answering.

Technical Assistance

Applicants are invited to schedule an individual Technical Assistance (TA) session with program staff to discuss questions specific to individual projects. TA sessions are offered in half hour time slots between the hours of 9am and 4pm, Monday through Friday. Prospective Applicants may sign up for a TA session by contacting MASC at grants@mnsports.org.

Application Submission

Electronic applications: send your application with all attachments electronically to grants@mnsports.org. Submitting your application electronically will ensure easy tracking of your application submission.

Hard copy applications: applications may be sent by mail to MASC. Please note that MASC and Hennepin County will not be responsible for tracking packages and will not be responsible for undeliverable applications or those that may be lost in the mail.

Mailing Address:

Attn: MASC- HYSP
1750 105th Ave. NE
Blaine, MN 55449

1. APPLICANT INFORMATION

LGU Name:	
Mailing Address:	
Applicant Name:	
Applicant Title:	
Applicant Phone:	
Applicant Email:	

Signatory Contact:	
Signatory Title	
Signatory Phone	
Signatory Email	
Delegation of authority: <i>List contacts and/or agencies to whom you wish to delegate authority</i>	

**The signatory authority listed must have signatory authority for the grant amount and/or amount of matching funds*

Partner Agency Name:	
Mailing Address	
Partner Contact	
Partner Title:	
Partner Phone:	
Partner Email:	

Name of Project:	
Project address/location(s):	
Number of estimated youth to be served/impacted by project annually:	

2. ORGANIZATIONAL CAPACITY AND PROJECT INFORMATION

Describe the profile of the Applicant and/or partner organization, including, as applicable, the size, organizational structure, history, and mission. Describe the relevance of the Grant to your organization's mission or the mission of your partner organization. Describe the proposed project, what the equipment will be used for, and how it related to youth sports activities.

3. COLLABORATIONS AND PARTNERSHIPS

For collaborative groups/project partnerships, discuss the intended role each organization will play within the collaboration.

4. PROJECT IMPACT AND POPULATIONS SERVED

Describe who will be using the equipment, the number of youths who will be using the equipment, whether those residing outside of Hennepin County will be using the equipment, and the proportion of youth served by the project residing in Hennepin County vs. other counties. Describe the impact the grant funds and equipment will have on communities that have been underserved and on populations who have experienced structural and/or institutional inequality. Describe the impact of your project to promote inclusivity and accessibility.

5. PROJECT FINANCIAL INFORMATION AND SUSTAINABILITY

Describe the financial need for grant funds, address whether the equipment/project will impact financially underserved geographic areas or populations. Describe availability of matching funds or lack thereof. Address your ability to leverage non-Hennepin funds and in-kind contributions. Describe the sustainability of the proposed project, describe your youth sports programs and ongoing operating funds.

6. PROJECT BUDGET

Include your total project budget (may be attached as a separate document). Include a narrative about your requested grant amount with justification. Include descriptions and pricing information of anticipated items for which you will be requesting reimbursement. List any matching funds and their source.

7. ATTACHMENTS AND ADDITIONAL INFORMATION

Unless marked as optional, the following items are mandatory for a complete application. If the following items are not included as attachments to your application, your application may be marked as incomplete.

Attestation Letter on official letterhead with signature from LGU representative and/or LGU signatory authority

If the Attestation Letter is not signed by the signatory authority, include a signed letter of support from the signatory authority on official LGU letterhead

Project budget

Resolution from a local government unit (optional)

Community letters of support (optional)

Additional information deemed relevant to the application (optional)