

**MSHSL Foundation  
FORM B Grant Request Categories  
School Year 2018-2019**

Each year the MSHSL Foundation Board meets to address the focus for grant requests from member schools and related conferences or regions. The **2019 focus is for three specific areas:**

1. Leadership Initiatives: such as WHY WE PLAY or related programs
2. Safety: such as AEDs, concussion training/evaluation, etc.
3. Transportation that reduces barriers to participation. This DOES NOT include normal transportation to and from athletic or fine arts competition

**Requests for items identified in Appendix A will not be considered by the Foundation Board.**

The MSHSL Foundation Board of Directors may approve other requests as determined by the Foundation Board of Directors at any regularly scheduled meeting.

**FORM B MUST BE SUBMITTED NOT LATER THAN FEBRUARY 1, 2019**

**GRANT APPLICATIONS MAY BE SUBMITTED IN SUPPORT OF EDUCATION-BASED ATHLETIC OR FINE ARTS ACTIVITIES.**

**FORM B - SEMINARS OR TRAINING OPPORTUNITIES:**

1. Training sessions for coaches/students/member school personnel regarding WHY WE PLAY or similar leadership initiatives.
2. Health and Safety Education such as *Anyone Can Save a Life*, concussion training/evaluation, care and prevention of injuries, etc.
3. Transportation that prohibits barriers to participation. **The specific barrier(s) must be clearly identified and fully explained.** This category MAY NOT include normal transportation to and from scheduled school contests/competitions. Such requests will not be funded.

# FORM B

## Minnesota State High School League Foundation Application for Grant School Year 2018-2019

**Mission Statement:** *Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.*

**Awarding of Grants:** *The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.*

**THE APPLICATION MUST BE SUBMITTED ELECTRONICALLY TO THE MSHSL FOUNDATION NO LATER THAN FEBRUARY 1, 2019. ALL REQUIRED INFORMATION MUST BE INCLUDED IN ORDER FOR THE APPLICATION TO BE CONSIDERED (see Item #6).**

Date of Application \_\_\_\_\_

\_\_\_\_\_  
Name of School/Organization Federal Tax ID Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Fax

Please identify the SPECIFIC Amount Requested: \$\_\_\_\_\_ (Maximum \$5,000.00)

**Since inception, the average amount approved has been \$2,000.**

1. Describe (1) your request (see Appendix A on page 6), (2) the amount requested (see Appendix B on page 7), you must submit a **DETAILED LINE ITEM BUDGET SPECIFIC TO YOUR REQUEST**, and (3) your timetable for completing the project. THE REQUEST WILL NOT BE REVIEWED UNLESS SUBMITTED PER THE DIRECTIONS IN APPENDIX A and B. Additional pages can be attached to this request if necessary.
  
2. Describe how the funds requested for the identified project furthers the stated mission and primary goal(s) of the MSHSL Foundation AND the mission and goals of your school district as identified by your school board.
  
3. Are there any other similar programs that serve the same geographic area and groups of people identified in question number one (1) above? If the answer is, "Yes", please explain the relationship between the two programs. If the answer is, "No", please continue on to question number five (5).
  
4. List other actual or proposed sources for funding of the project, including the amounts of the other requests and commitments from other entities. Indicate those sources from which commitments have been received with an asterisk.

**5. If your School or School District, is submitting a grant request, please attach the following information:**

- a. A copy of the MSHSL Foundation Board of Director's Resolution (see sample resolution on page 6) requesting funds from the Foundation as identified in your grant request OR a copy of the official minutes from the school board meeting when the grant request was approved.
- b. Line Item Budget (see sample line item budget on page 7).
- c. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review.

**6. MSHSL Region Committees and MSHSL Athletic/Activity Conferences submitting a grant request must attach the following information:**

- a. A copy of the IRS determination letter regarding exempt status or other evidence of exempt status.
- b. A copy of the most recent Form 990 or Form 990T, if applicable, with all schedules submitted to the IRS and/or an explanation of the organization's fund balance, including restricted and non-restricted funds.
- c. Overall organization budget, including a specific project budget indicating items for which MSHSL Foundation support is requested. You may attach a brief narrative explanation of the budget if necessary.
- d. A list of the names of the Board of Directors or other governing body.
- e. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review.

- **This application will not be considered unless the entire application is submitted including all required attachments.**
- **Please note that the MSHSL Foundation Board of Directors may request additional information regarding any proposal.**

\_\_\_\_\_  
Printed Name of Person Requesting the Grant

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Person Requesting the Grant

\_\_\_\_\_  
Date Completed

**FORM B MUST BE SUBMITTED NO LATER THAN FEBRUARY 1, 2019.**

# FORM B

## RESOLUTION OF SCHOOL BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District \_\_\_\_\_ School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts to providing seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ School Board supports the District's application to the Minnesota State High School League Foundation for a **FORM B** grant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer

A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.

### CHECK LIST

Have you:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Described your request  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Attached a line item budget (see Appendix B)                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Signed the application  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Attached a Resolution of School Board Support                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Attached all required information                                 |                              |                             |
| • Schools (see page 4, #5)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Region Committee and Athletic/Activity Conferences (see page 4 #6) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## APPENDIX A

The following items **will not** be approved by the MSHSL Foundation Board of Directors:

- Athletic Trainers
- Awards (i.e. trophy, plaque, medal, ribbon, trophy case, etc.)
- Banners
- Banquets
- Capital Expenditures (i.e. construction costs, equipment, helmets, reconditioning, pole vault pit, pitching machine, etc.).
- Club sports or non-League sponsored activities
- Computers (iPads)
- Food
- Hall of Fame
- Membership dues in organizations or registrations for State and National Conferences in organizations
- Resolutions not submitted with an application AND a line item budget
- Salaries or benefits
- Sixth grade participants in activities
- Start-up funding for MSHSL activities
- Student surveys
- T-shirts or similar apparel
- Two-way radios
- Uniforms/Choir Robes

**Other items similar in nature but not specifically noted above, may also be rejected by the committee.**

## APPENDIX B

MSHSL Foundation							
FORM B							
Expenditure Line Item Budget							
Grant Request: Purchase of and training for two AEDs							
		Amount Requested:		\$3,500			
		Purchase of two AEDs @ \$1,200 each				\$ 2,400.00	
		Training session(s) for staff				\$ 1,100.00	
		Total Request				\$ 3,500.00	
MSHSL Foundation							
FORM B							
Expenditure Line Item Budget							
Grant Request: Coaches Education							
		Amount Requested:		\$ 1,573.80			
				Quantity	Price	Total	
		Coaches Clinic Registration		20	39.95	\$ 799.00	
		CPR and First Aid Training		5	75.00	\$ 375.00	
		InSide Out Coaching book		20	19.99	\$ 399.80	
		Total Request				\$ 1,573.80	