



HOW TO APPLY FOR A MLB-MLBPA YOUTH DEVELOPMENT FOUNDATION GRANT

PLEASE READ!

The MLB-MLBPA Youth Development Foundation will initially evaluate your request based on whether it addresses one or more of the following key criteria – Does this project...

- Increase the number of youth participating in baseball and softball programs.
- Improve the quality of youth baseball and softball programs.
- Create new or innovative ways of expanding and improving baseball or softball programs.
- Programs that can obtain matching funds will be viewed favorably.
- Address programs for children aged 10-16?
- Support existing programs which have demonstrated success in providing a quality baseball or softball experience for youth.
- Address opportunities for minorities and women.

The MLB-MLBPA Youth Development Foundation will also evaluate the each applicant's ability to demonstrate its:

- Commitment to increase youth participation in baseball and softball and to be inclusive in all areas of its program;
- Thorough planning of the proposed project;
- Ability to be self-sustaining operationally. Strong partnerships with other organizations, agencies, local business community and individuals;
- Willingness and ability to provide complete and accurate information during the application and review process;
- Ability to manage and account for the use of its current funds and to provide regular financial reports and summaries of performance and
- Willingness to adhere to the MLB-MLBPA Youth Development Foundation Terms and Conditions and Grant Recipient Responsibilities.

Before submitting a letter of inquiry, please read carefully and consider the following important information:

- MLBYDF is intended to provide funding for incremental programming and facilities for youth baseball and softball programs, not for normal operating expenses or as a substitute for existing funding or fundraising activities.
- MLBYDF generally considers projects that include capital expenditures for youth baseball and softball programs such as baseball/softball equipment and uniforms
- Expenditures such as annual operating expenses (i.e. annual salaries, field rental, umpire fees, insurance, administrative expenses, membership dues, advertising and promotional expenses, bank charges or audit expenses, etc.), other third party overhead costs, the purchase of land, multi-sport facilities, parking lots, concession stands, grandstands and restrooms will not be considered for MLBYDF funding. Travel teams serving low-income players are favorably viewed by MLBYDF and encouraged to apply for MLBYDF-eligible projects as outlined above.
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GRANT APPLICATION

Include only information that creates a better understanding of the project and how it corresponds to the MLB-MLBPA Youth Development Foundation grant evaluation criteria.

- We strongly suggest completing the application as a Microsoft Word document

REQUIRED SUPPORT MATERIALS FOR ALL APPLICATIONS

Attach the ALL of the following documents must be attached to the back of the application. Do not omit any of the required documentation.

- Applicant organization's annual or proposed operating budget (a one-page statement listing sources of revenue and income and operating expenses.)
- Applicant organization's youth baseball and/or softball annual budget if different from the applicant organization's annual operating budget (a one-page statement listing sources of revenue and income and operating expenses.)
- To the degree possible, written cost estimates from vendors, retailers, etc. for requested budget items. Cost estimates must be on vendor invoice/letterhead and include a date, vendor contact information, quantities and product specifications.
- Name and contact information for the person responsible for project oversight, the use of grant funds and grant reporting responsibilities (if different than the application contact person.)
- Name(s), professional affiliation and daytime phone numbers of all members of the applicant organization's Board of Directors.
- Name(s) and qualifications of key personnel and outside consultants (if any.)

ADDITIONAL REQUIRED SUPPORT MATERIALS

In addition to the required items listed above, ALL of the following documents must be attached to the back of the application. Do not omit any of the required documentation.

- Current color photos (2-3 each) of field(s) where Youth programs take place., .
- Game day, monthly and yearly schedule of field maintenance work.

READ THIS BEFORE YOU SUBMIT AN APPLICATION:

- Read the MLB-MLBPA Youth Development Foundation Terms & Conditions.
- A complete grant application and supporting documentation is REQUIRED for further consideration. Incomplete applications may be automatically declined.
- Please number each page of the application and supporting documentation.
- The original and copy of the application must be collated and clipped individually.
- Confirmation and follow-up inquiries from MLBYDF to the applicant will be sent via E-mail to the contact person; therefore, please provide a reliable E-mail address that is checked daily.
- Save the application instructions for your reference. Do not submit the instruction pages with the application.
- Save a copy of the completed application and supporting documentation for your files and future reference.

MLB-MLBPA YOUTH DEVELOPMENT FOUNDATION TERMS AND CONDITIONS

By signing the application form, the applicant hereby assures and certifies that it will comply with MLB-MLBPA Youth Development Foundation regulations, policies, principles and guidelines as stated in the grant application. The Applicant also assures or agrees that:

1. It possesses and can demonstrate it has the legal authority to apply for the grant, consistent with the organization's by-laws or practices, , including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application, and to provide such additional information as may be required;
2. It will comply with all national, state, and provincial mandates which prohibit discrimination on the basis of race, color, national origin, age, gender or disability;
3. It will fulfill, to the greatest extent possible, all project tasks, goals, objectives, and expenditures stated in the application;
4. It will not expend MLB-MLBPA Youth Development Foundation grant funds for any other purpose other than that identified in the grant application without the prior written approval of the MLB-MLBPA Youth Development Foundation.
5. It will provide quarterly reports to the MLB-MLBPA Youth Development Foundation concerning the use of the grant funds, and a final report one month following the end of the grant period. Each report will include a narrative account of what was accomplished by the expenditure of funds (including a description of progress made toward achieving the goals of the grant) and a detailed financial statement attested by the responsible financial officer of the grantee or a certified public accountant. The MLB-MLBPA Youth Development Foundation may withhold further grant payments from any grantee in the event that a report is not received in a timely manner, and may terminate the grant if the report is not received within thirty (30) days following the date on which it is due;
6. It will provide to the MLB-MLBPA Youth Development Foundation any copies of original publications directly resulting from the grant;
7. It will show grant funds separately on its books for ease of reference and verification; although, grant funds need not be physically segregated;
8. It will keep records of receipts, vouchers, bills, canceled checks and expenditures under the grant, as well as copies of reports submitted to the MLB-MLBPA Youth Development Foundation, for at least four years following completion of the grant term;
9. It will make books and records available for inspection by authorized representatives of the MLB-MLBPA Youth Development Foundation at reasonable times for the purpose of making such financial audits, verifications, or program evaluations as the MLB-MLBPA Youth Development Foundation deems necessary concerning the grant;
10. It will be solely responsible for the selection of any other organization or individual to receive a portion of the proceeds of the grant. The MLB-MLBPA Youth Development Foundation will list only the grantee's name as the recipient of the grant and the grantee agrees to provide the MLB-MLBPA Youth Development Foundation with progress and expenditure reports, as and when they become due, for the total grant amount paid to grantee;
11. It will not use the names, logos or trademarks of the MLB-MLBPA Youth Development Foundation, Major League Baseball, the Major League Baseball Players Association, or any of their affiliated entities in the titles of programs or other grant-related activities or materials without prior written approval from the MLB-MLBPA Youth Development Foundation;
12. It will acknowledge the support of the MLB-MLBPA Youth Development Foundation for its organization and include the name of the MLB-MLBPA Youth Development Foundation, in a manner approved in advance in writing, on any printed and visual materials produced as a result of the grant;

13. It will defend, indemnify and hold harmless the MLB-MLBPA Youth Development Foundation, its members, employees, officers, and agents from and against any and all claims arising out of or in connection with the purpose for which grant is being made;
14. It will sign a letter of agreement provided by the MLB-MLBPA Youth Development Foundation outlining the approved use of the grant funds and indemnification clause in order to receive the grant payment(s);
15. The grantee acknowledges that the foregoing conditions are in accordance with obligations imposed on the MLB-MLBPA Youth Development Foundation by law to make reasonable efforts and establish adequate procedures to see that grant funds are spent solely for the purposes for which they were granted, and to obtain full and complete reports on how grant funds have been expended;
16. Changes in federal or state law, or in regulations interpreting same, may require the MLB-MLBPA Youth Development Foundation to require that more detailed reports be submitted or that other steps be taken. The MLB-MLBPA Youth Development Foundation will promptly inform the grantee of any such changes;
17. Any violation of the foregoing conditions will require the refund to the MLB-MLBPA Youth Development Foundation of any and all amounts subject to the violation;
18. The MLB-MLBPA Youth Development Foundation may discontinue, modify or withhold any payments due under the grant award or require a refund of any unexpended grant funds if, in its sole judgment, such action is necessary to comply with the requirements of any law or regulation affecting its responsibilities under the grant award;
19. The state and federal courts of the State of New York shall have exclusive and final jurisdiction over any dispute that might arise in connection with the grant, and the laws of the State of New York shall govern the interpretation of the terms of the grant.

GRANT RECIPIENT RESPONSIBILITIES

The MLB-MLBPA Youth Development Foundation grant recipient must:

1. Carry out all objectives and tasks as outlined in MLB-MLBPA Youth Development Foundation Grant application; to deviate from the stated objectives, a written request must be submitted to the MLB-MLBPA Youth Development Foundation Committee for review and approval;
2. Disburse all MLB-MLBPA Youth Development Foundation Grant funds in accordance with the budget submitted with the application that has been approved by MLB-MLBPA Youth Development Foundation; no deviation in the use of grant funds is permitted without prior written consent from the MLB-MLBPA Youth Development Foundation Committee;
3. Submit quarterly reports and a final report to the MLB-MLBPA Youth Development Foundation by the designated due dates;
4. Document expenditures of all disbursed funds through invoices and receipts. All proofs of payment must include the following: date of purchase or service, vendor/retailer/contractor address and phone number, description of product or service, total amount paid and date of payment. The grant recipient must submit financial statements and documentation of expenses as required by MLB-MLBPA Youth Development Foundation;
5. Abide by all MLB-MLBPA Youth Development Foundation Terms and Conditions;
6. Acknowledge MLB-MLBPA Youth Development Foundation Grant support on all public documents, press materials and public statements.

Non-compliance with any of the above responsibilities may result in the suspension or revocation of MLB-MLBPA Youth Development Foundation grant funds and may render the applicant organization ineligible for future grants.

MLB-MLBPA YOUTH DEVELOPMENT FOUNDATION GRANT APPLICATION

Type into the shaded boxes (). Double-click into the shaded boxes () to mark with "X".

Legal Name of Applicant Organization:

Date:

Contact Name:

Title:

Mailing Address:

City, State, Zip:

E-mail:

Daytime Phone:

Fax:

Website:

Federal Tax I.D. Number (for U.S. organizations):

Registered non-profit? Yes No

- If yes, attach the most recent copy of the organization's IRS 501(c)(3) letter of determination.
- If no, check applicable tax-exempt organization: Public School Municipality Indian Tribe
- Organizations outside the U.S. must attach written confirmation of non-profit or tax-exempt status from the appropriate governmental agency.

Applicant's Chief Officer

Daytime Phone:

E-mail:

Primary Contact for the Purposes of this Grant:

Daytime Phone:

E-mail:

Certification: By signing the application form, the signers certify:

- The information provided is accurate and that any grant funds received will be used according to the stated purpose;
- The Applicant Organization will comply with all MLB-MLBPA Youth Development Foundation regulations, policies, principles and guidelines as stated in the MLB-MLBPA Youth Development Foundation Grant Application;
- The Applicant Organization will comply with all terms and conditions cited in the MLB-MLBPA Youth Development Foundation Grant Application;
- The Applicant Organization will provide MLB-MLBPA Youth Development Foundation with progress reports and documentation of how the funds were used as stated in the MLB-MLBPA Youth Development Foundation Grant Application;
- The Applicant Organization will return all unused funds to the MLB-MLBPA Youth Development Foundation, unless other arrangements are made and approved, in writing, by the MLB-MLBPA Youth Development Foundation Committee.
- The persons signing this application should have the authority to commit the Applicant Organization to these conditions.

Contact Person's Signature: _____

Print Name:

Date:

Applicant's Chief Officer's Signature: _____

Print Name:

Date:

PROJECT SUMMARY

In 3-5 sentences, summarize the purpose of this request. *(Include what will be done, where, for whom and when.)*

PROJECT RATIONALE

Briefly describe the applicant organization's history, mission and experience related to youth baseball and softball programs.

Explain the specific problem, need or opportunity that this project will address.

Explain how the project meets the evaluation criteria of the MLB-MLBPA Youth Development Foundation (as outlined in the application instructions.)

GOALS & OUTCOMES

Describe the three primary goals of the applicant organization, demonstrating how the project will address those goals. Effective goals are specific, measurable, achievable, realistic, have a defined time frame and be related to the evaluation criteria of the MLB-MLBPA Youth Development Foundation (as outlined on the first page of application instructions.)

Goal:

Strategy:

Outcome:

Goal:

Strategy:

Outcome:

Goal:

Strategy:

Outcome:

DEMOGRAPHIC INFORMATION

Provide demographic information related to the children that will directly benefit from the project (i.e. the children that will participate in the program annually or utilize the field or facility as their “home” field or facility.) Please provide realistic, unduplicated participation information.

Participation History	Total Number of Children	Percentage of Girls	Percentage of Minorities
Last Year (specify year here):		%	%
Current Year (specify year here):			
Projected Upon Completion of Proposed Project:		%	%
Age Range			
Player Participation Fee (or range)	\$		
List the primary cities or counties served by this project or program	<ol style="list-style-type: none"> 1. 2. 3. 		

Provide any relevant information regarding the economic status of the communities and families served by this project.

SCHOLARSHIPS

Explain your organization’s current efforts to provide “scholarships” (i.e. free or discounted player participation fees) to low-income players. Include the average number of scholarships provided annually, the criteria for eligibility, selection process and efforts to promote/advertise the availability of scholarships.

TIMELINE

Provide a detailed timeline for the activities related to the proposed project, leading up to and resulting from the grant.

IMPORTANT: Before completing this section, please read the Grant Review Process Timeline Information in the application instructions.

Activity Month/Year

MLBYDF Grant Funds Month/Year

If awarded, the use of MLBYDF grant funds will begin in:

If awarded, the use of MLBYDF grant funds will end in:

PROPOSED PROJECT BUDGET SUMMARY

Provide all figures in U.S. Dollars.

Proposed Project Budget	US Dollar Amount
Total Cost of the Project *	\$
Total Matching Funds Secured to date (CASH) Total – If Applicable	\$
Total Matching Funds Secured to date (IN KIND**) – If Applicable	\$
Total MLBYDF Grant Request	\$

**This amount should match the project total in the Detailed Project Budget (next page.)*

*** In-kind funding is the value of donated materials, services or labor.*

- If Applicable -Summary of Secured and Outstanding Matching <u>CASH</u> Funds			
Funding Source	US Dollar Amount	Check (X) if Secured	If outstanding, expected decision date (Indicate Month/Year)
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	

(Insert additional rows as needed.)

If Applicable -Summary of Secured and Outstanding Matching <u>IN-KIND</u> Funds			
Funding Source	US Dollar Amount (value)	Check (X) if Secured	If outstanding, expected decision date (Indicate Month/Year)
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	

(Insert additional rows as needed.)

If no other sources of cash or in-kind funding from local businesses or foundations are being solicited for this project, please explain why:

DETAILED PROJECT BUDGET

This detailed budget should reflect the total amount in US Dollars to be expended for each line item over the term of the grant, including other budget items involved in the project but not covered by or requested from the MLB-MLBPA Youth Development Foundation.

Please refer to the application instructions for examples of budget items not eligible for MLBYDF funding.

Written cost estimates/quotes from vendors, retailers or contractors are REQUIRED.

Totals for ALL columns and rows are REQUIRED.

Double-click this table to enter the information into the spreadsheet.
Insert additional rows as needed. Delete unused rows to conserve paper.

BUDGET ITEMS (Include quantities and cost per item when applicable)	MLBYDF Grant Share	Applicant's Share	Applicant's or Other Share- If Applicable	Other Share- If Applicable	Total Cost
		Cash	In-Kind* (Cash Value)	Cash	
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TOTAL	-	-	-	-	-

CAPACITY & PROGRAM SUSTAINABILITY

Provide information to demonstrate the applicant organization's ability to manage and report the use of grant funds, complete the proposed project and sustain the program beyond the term of this grant. Include the organization's previous experience and capacity, such as staff and dollar resources, to manage the activities that will be integral to or result from this grant. Include the number of full-time, part-time and volunteer staff involved in the applicant organization and the proposed project.

For equipment and uniform requests, describe the expected "life" (i.e. years used) of equipment and uniforms and available storage/security.

Describe the applicant organization's plan to promote and market the program to serve additional participants and address opportunities for girls and minorities. Include information regarding collaborations and partnerships related to youth baseball and softball in which applicant organization is currently involved.

COACHES TRAINING

What are your organization's efforts to provide effective coaches training?

Does your organization require background checks for all coaches and staff?