

YOUTH DEVELOPMENT FOUNDATION



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

The MLB-MLBPA Youth Development Foundation (MLBYDF) will initially evaluate your request based on the following key criteria:

- Increase in the number of youth participating in baseball and softball programs.
- Improvement in the quality of youth baseball and softball programs.
- Creation of new or innovative ways of expanding and improving baseball or softball programs.
- Programs that can obtain matching funds will be viewed favorably.
- Addressing programs for children aged 10-16.
- Support of existing programs which have demonstrated success in providing a quality baseball or softball experience for youth.
- Addressing opportunities for minorities and women.
- Programs that have been successfully operating for more than three years will be viewed favorably

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 programs;
- Ability to be self-sustaining operationally and its ability to operate on an on-going basis;
- 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 grant funds, provide complete and meaningful quarterly and final reports and willingness to adhere to the MLB-MLBPA Youth Development Foundation Terms and Conditions and Grant Recipient Responsibilities.

Before submitting a Grant Application, 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.
- Expenditures such as annual operating expenses (i.e. salaries, insurance, administrative expenses, membership dues, advertising and promotional expenses, bank charges or audit expenses, etc.) and other third party overhead costs will not be considered for MLBYDF funding. Baseball and softball fields used by other sports and activities other than youth baseball and softball (i.e. soccer in the outfield, community festivals, adult softball leagues, etc.) will not be considered for MLBYDF funding.
- Please note that MLBYDF will not award grants for travel team expenses such as travel expenses, hotel accommodations, food or tournament fees. Travel teams serving low-income players are favorably viewed by MLBYDF and encouraged to apply for MLBYDF-eligible programs as outlined above.

GRANT APPLICATION

- Include only information that creates a better understanding of the program 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

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

- Either IRS determination letter confirming the 501(c)(3) non-profit status of applicant organization or, if applicant organization is not a 501(c)(3), written affirmation that the grant funds will be kept in a separate account and used exclusively for charitable purposes.
- Applicant organization's annual 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).
- 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 program 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).

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.

SUBMIT COMPLETED AND SIGNED APPLICATION BY E-MAIL AND HARDCOPY TO:

**JEAN LEE
EXECUTIVE DIRECTOR
MLB-MLBPA YOUTH DEVELOPMENT FOUNDATION
OFFICE OF THE COMMISSIONER OF BASEBALL
245 PARK AVENUE, 31ST FLOOR
NEW YORK, NY 10167**

E-MAIL: JEAN.LEE@MLB.COM

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 legal authority to apply for the grant, that a resolution and/or motion of similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, 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, sexual orientation or disability;
3. It will fulfill, to the greatest extent possible, all program 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 not expend any funds other than for the purposes of the approved grant during the grant term, and it will immediately return to the MLB-MLBPA Youth Development Foundation any unused funds;
6. 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;
7. It will provide to the MLB-MLBPA Youth Development Foundation any copies of original publications directly resulting from the grant;
8. It will show grant funds separately on its books for ease of reference and verification and, if grantee is not a 501(c)(3), it will keep funds physically segregated;
9. 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;
10. 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;
11. It will acknowledge that the grant will not be used for any organization or individual other than the grantee without the prior written approval of the MLB-MLBPA Youth Development Foundation;
12. It will 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 (the MLB-MLBPA Youth Development Foundation will list only the grantee's name as the recipient of the grant);
13. It will notify MLB-MLBPA Youth Development Foundation in writing of any proposed changes in its operations or funding sources that could affect its tax status under U.S. law. If the grantee is a 501(c)(3), it will notify MLB-MLBPA Youth Development Foundation if any change in grantee's qualification as such occurs;
14. 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;

15. 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;
16. It will defend, indemnify and hold harmless the MLB-MLBPA Youth Development Foundation, the Office of the Commissioner of Baseball, the Major League Baseball Players Association and their respective owners (direct and indirect), shareholders, directors, officers, employees, agents, representatives, members, heirs, successors and assigns from and against any and all demands, suits, claims, obligations, liabilities, actions, proceedings, judgments, decrees, damages, costs and expenses (including reasonable attorneys' fees and disbursements) arising out of, resulting from or in any way related, directly or indirectly, to the purpose for which grant is being made;
17. 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);
18. 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;
19. 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;
20. 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;
21. 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;
22. 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 Board of Directors of the MLB-MLBPA Youth Development Foundation for review and approval;
2. Disburse all MLB-MLBPA Youth Development Foundation Grant funds in accordance with the approved MLB-MLBPA Youth Development Foundation budget submitted with the application; no deviation in the use of grant funds is permitted without prior written consent from the Board of Directors of the MLB-MLBPA Youth Development Foundation;
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 and, if requested by the MLB-MLBPA Youth Development Foundation, through the display of the MLB-MLBPA Youth Development Foundation logo on fields or other facilities in a manner approved in advance in writing by the MLB-MLBPA Youth Development Foundation.

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, if any: 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.

Executive Director (or President):

Daytime Phone:

E-mail:

Board President:

Daytime Phone:

E-mail:

Has the Board President been made aware of and approved of this request? Yes No

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 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 Board of Directors of MLB-MLBPA Youth Development Foundation;
- The persons signing this application should have the authority to commit the Applicant Organization to these conditions.

Contact Person's Signature: _____

Print Name:

Date:

Executive Director's (or President's) Signature: _____

Print Name:

Date:

PROGRAM SUMMARY

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

PROGRAM 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 program will address.

Explain how the program 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 program 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 program (i.e. the children that will participate in the program annually or, if applicable, utilize any 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 Program:		%	%
Age Range			
Player Participation Fee (or range), if applicable	\$		
List the primary cities or counties served by this program	1. 2. 3.		

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

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.

PROGRAM DESCRIPTION & STATE OF DEVELOPMENT

In one page or less, provide the specifics of the program and current state of development, including the progress made towards implementation of the program.

For field renovation, construction and field lighting programs, include specific information regarding the status of the land acquisition, land ownership, permitting, community approval and construction design.

TIMELINE

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

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:

Please describe obstacles that have not been included in the timeline but could significantly affect the timeline:

PROPOSED PROGRAM BUDGET SUMMARY

Provide all figures in U.S. Dollars.

Proposed Program Budget	US Dollar Amount
Total Cost of the Program *	\$
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 program total in the Detailed Program Budget (next page.)*

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

- If Applicable -Summary of Secured and Outstanding Matching CASH 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 IN-KIND 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 program, please explain why:

DETAILED PROGRAM 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 program 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.

CAPACITY & PROGRAM SUSTAINABILITY

Provide information to demonstrate the applicant organization's ability to manage and report the use of grant funds, complete the proposed program 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 program.

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?