

MSHSL Foundation **FORM B** Grant Request Categories and Instructions for Submission 2023-2024

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 (Per State Statute 128C.24): The funds must be used by the foundation to make grants to fund, assist, recognize, or promote high school students' participation in extracurricular activities. The first priority for funding will be grants for scholarships to individuals to offset athletic fees. The foundation must equitably award grants based on considerations of gender balance, school size, and geographic location, to the extent feasible.

- Please read through this entire document prior to making your Form B Grant Application.
- You will not be able to save the Grant Application Form and complete it at a later time. This document will assist with gathering the information and documents needed prior to filling out either application form.

FORM B Grant Request Categories

Each year the MSHSL Foundation Board meets to address the focus for grant requests from member schools and related conferences or regions. The 2023-2024 focus is for three specific areas:

1. Leadership Initiatives: Training sessions for coaches/students/member school personnel regarding the mission and beliefs of the MSHSL or similar leadership initiatives. These may include conference, section or region events.
2. Health and Safety: AEDs; Health and Safety Education such as *Anyone Can Save a Life*, concussion training/evaluation, acclimatization, and care and prevention of injuries, etc.
3. Transportation that reduces 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.

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
- Coaching Clinics – Athletic or fine arts activities specific
- Computers, iPads, cameras or other technological devices
- Food, refreshments, meals (including those provided at a conference)

- Hall of Fame
- Membership dues in organizations or registrations for State and National Conferences
- Salaries or benefits
- Sixth grade participants or activities programs
- Start-up funding for MSHSL activities
- Student surveys
- T-shirts or similar apparel
- Two-way radios
- Uniforms/Warm-ups/Performance Attire
- Incomplete applications that are submitted without an application AND a line item budget

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

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 Grant Request Instructions

If your School or School District, is submitting a grant request, please have the following ready to upload to the application:

1. MSHSL Foundation Board of Director's Resolution, [click here for sample Resolution](#), 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 (**required**).
2. Line Item Budget, [click here for sample line item budget](#) (**required**).
3. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review (**optional**).

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

1. A copy of the IRS determination letter regarding exempt status or other evidence of exempt status (**required**).
 2. 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 (**required**).
 3. A list of the names of the Board of Directors or other governing body (**required**).
 4. Overall organization budget, including a specific project budget indicating items for which MSHSL Foundation support is requested. You may attach a brief explanation of the budget if necessary (**required**).
 5. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review (**optional**).
- **This application will not be considered unless the entire application is submitted including all required uploaded documents**
 - **Please note that the MSHSL Foundation Board of Directors may request additional information regarding any proposal.**

[Click here to complete the MSHSL Foundation Form B Grant Application Form](#)

FORM B MUST BE SUBMITTED NOT LATER THAN NOVEMBER 15, 2023