



## MINNESOTA SWIMMING INC. GRANT REQUESTS

**Purpose:** Review facility grant applications submitted to MSI and accept or deny requests.

### Application criteria

- Request must come from a Group Member of Minnesota Swimming Inc. (MSI).
- Priority will be given to projects that include a 50-meter pool in concept.
- The pool must be located and available to be used by Minnesota Swimming, within the Minnesota Swimming (LSC) boundaries as defined by USA Swimming.
- A principle source(s) of funding for the project must be identified and this application must explain how that source(s) is engaged.
- A detailed accounting for the expenditure of funds is required. The committee will determine the detail appropriate to the scope of the request.
- Please send the request and any supplementary materials electronically to the MSI Executive Director via email at [bcrunstedt@mns swim.org](mailto:bcrunstedt@mns swim.org). If hard copies are sent in addition to the electronic version please send seven (7) complete sets to Minnesota Swimming Inc., attn: Bob Crunstedt, 1001 Highway 7, Room #250, Hopkins, MN 55305.

### The following questions must be addressed in the application

(Applicants may copy and paste these questions into a word processing document to create their application responses)

1. What is the benefit to the membership of MSI?
2. What is the amount of the grant request?
3. What is the category of the request? For example, new construction, expansion, or renovation.
4. What will the grant be used for? For example, professional services such as architects, consultants or attorneys, equipment, supplies, labor.
5. Who/what organization is the principle source of funding for this project? Explain how they are engaged.
6. What, if any, major gifts, donor commitments, and/or letters of intent are involved? What are the amounts?
7. What is the Business Plan or Model for this project?
8. What is the organizational structure of the project? Who are the people involved and their roles?
9. Who is the principal contact for the project who will be available to answer questions? What is their contact information?
10. Who should receive notification of the grant request's status including their email address?
11. If the structure involves a tax-exempt nonprofit organization has the organization received its determination letter from the IRS?
12. Describe partnerships that currently/will provide programming for the pool facility. For example, learn-to-swim lessons, rehabilitation and therapy programs, training for swim clubs or high school swim teams, other aquatic training, events, etc.
13. What is the operational budget for the pool facility including projected annual revenues and expenses?
14. Who has/will have obligation for the profit or loss on operations?
15. What other entities are involved in the project? For example, city, county, state, school, private parties or commercial developers?
16. Why are these entities interested in the project?
17. What other industry experts have been contacted about the project? For example, USA Swimming Facility Development Department or other pool consultants and/or builders?
18. How much money has been collected/donated to the project at this point?
19. What is the timing for this grant request? For example, a specific date or month.
20. If the amount available for a grant is less than the amount requested, explain how the request would change.

### **Grant purpose and amount ranges**

The following table lists grants previously awarded as well as potential requests within the scope of the program. The list and the amounts are not all-encompassing or fixed. They are intended to provide some range to estimate future requests. Requests for 25-yard or 50-meter pools capable of hosting larger USA Swimming/MSI meets would tend to receive greater award.

Feasibility study	Up to \$2,500
Professional design services	Up to \$5,000
Safety enhancement for a 25-yard pool to conduct USA Swimming/MSI meets	Up to \$10,000
Supplement member fund-raising toward a 25-yard championship meet capable pool	Up to \$12,500
Supplement the one-time purchase of equipment used for USA Swimming/MSI meets in conjunction with a major 50-meter pool construction, renovation, or making a 50-meter pool championship meet capable	Up to \$120,000

### **Grant requests not intended for the program**

The following reflect grant requests denied and/or outside the scope of the program.

- New construction or renovation projects where the principle resource of revenue is unengaged.
- New construction or renovation where the benefit is considered too narrow or outside MSI.
- Personnel costs such as coaches, lifeguards, or administrators
- Team uniforms or other team paraphernalia
- Routine (annual) maintenance work or acquisition of consumable supplies
- Replacement of worn equipment used for training or meets
- Any form of debt retirement, liquidation of any other kind of financial obligation, or contribution to the operating costs of a pool.

### **Other parameters for the Pool Facility Grant Committee and process**

- The committee is composed of five members: (1) Finance Vice Chair, (1) Athlete Representative with voting rights on the MSI board of directors, (3) persons selected by the General Chair
- The MSI Executive Director shall serve as ex-officio and will vote only in the event of a tie on the committee.
- The committee must meet twice each year, prior to or after the MSI House of Delegates meeting in the spring and October meeting of the MSI Board of Directors.
- Grant applications shall be received by the MSI office no later than April 1 and October 1.
- The committee may only grant requests within the amounts approved for the current fiscal year.
- The committee shall not have authority to authorize grants to facility projects for which there is no application in order to spend amounts budgeted that remain undisbursed at the end of the fiscal year.
- The committee shall meet in closed session, can invite others if deemed helpful to the grant evaluation process, and shall provide a written report at the next meeting of the MSI Board of Directors of all actions taken.
- Appointed committee members shall serve for one year.

MSI Contact information:

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