



Youth & Amateur Sports Grants Guidelines

DATE RELEASED: September 27, 2017

APPLICATIONS DUE: Thursday, November 9th, 2017 at 11:59pm

Submittals are hereby solicited and will be received through our online application

King County Parks will conduct three information sessions for potential applicants to ask questions and receive clarification about the application. These are in-person only. The slide deck from the info session will be posted online by October 16th.

Applicants are encouraged but not required to attend an information session. Interested applicants do not need to register for info session. If an interpreter is needed, please notify Minerva Humprie as soon as possible.

Info Session #1: Wednesday, October 4th 6pm

Location: Si View Park
399 SE Orchard Drive, North Bend, WA

Info Session #2: Tuesday, October 10th 10:30am

Location: Kent Commons Community Center
525 Fourth Avenue North, Kent, WA

Info Session #3: Thursday, October 12th 10am

Location: 2100 Building, Seattle
2100 24th Avenue South, Seattle, WA

This Request for Applications will be provided in alternative formats for upon request.

Direct questions to MHumprie@KingCounty.gov
Minerva Humphrie, Grant Administrator 206.263.5731

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I. INTRODUCTION

A. Purpose

Youth & Amateur Sports Grants (YASG) are designed to support fit and healthy communities. YASG invests in programs and capital improvements that reduce barriers to access physical activity.

Goals of YASG investments:

- Increase access to high quality physical activity programs especially for under-resourced communities including low-income populations, communities of color, and limited English speaking residents
- Improve health outcomes and reduce health disparities

Through this process, King County Parks aims to:

- Strengthen the network of providers by fostering collaboration and providing resources to public agencies and community organizations

- Support a whole community approach by partnering with community based organizations, schools, and local government agencies to coordinate policies, programs, and capital projects to promote and increase access to physical activity

B. Aligning with County Initiatives to Improve Health & Equity

To measure impact of investments on access and health, we will use the Physical Activity Guidelines of the US Office of Disease Prevention & Health Promotion, which are used to measure health of King County residents as part of the Community Health Indicators. Aligning with this indicator enables Parks to evaluate impact on communities and populations most impacted by barriers to access physical activity, facilities, and parks.

National Physical Activity Guidelines



The Challenge

Despite the health benefits and number of parks and open space in our region, 78% of youth and adults in King County do not meet the national Physical Activity Guidelines. The rates are even more pronounced in under-resourced communities facing a range of barriers to access sports programs and athletic facilities.

Youth in particular are spending less time being active. Fifty percent of youth in King County are classified as participating in excessive screen time and schools are providing less physical education. Daily PE is provided in only 4% of elementary schools, 8% of middle schools, and 2% of high schools.

Outcomes of Increased Physical Activity

In addition to physiological health benefits, physical activity contributes to cognitive, social, and mental health benefits such as:

- Physical activity positively affects aspects of youth development such as self-esteem, goal-setting, and leadership.
- Sport participation positively correlated with increased social and academic self-concept, educational aspirations, course work selection, reduced absenteeism, and college attendance rates generalizing across race and class¹
- Research has confirmed physical activity reduced symptoms of stress and depression in adults and children²
- Decreased probability of students dropping out of school including students identified as at a higher risk for dropping out³

II. FUNDING MODEL

The Youth & Amateur Sports Grants are supported through a one percent sales and use tax on car rentals per RCW 82.14.049 and KCC 4A.200.810. The 2017-2018 budget process resulted in approximately \$3,600,000 available for the competitive grant process. Grants will be awarded for up to a two year duration during this initial request for applications and no matching funds are required.

There are no preset grant request levels. The number of awards made will depend on the amounts requested. The minimum grant request is \$5,000 for programs and \$25,000 for facilities. Applicants may choose from the following three grant funds and are able to apply to more than one fund during a grant cycle.

A. Funding Opportunities

Unincorporated Area Facilities & Programs

- Increase access to physical activity in unincorporated areas of King County
- Available for both capital projects and programs

¹ Marsh, Herbert W. (1993) The Effects of Participation in Sport during the last two years of high school. *Sociology of Sport Journal*, 10:1 (18-43)

²Tomson, L.M.etal. (2003) Childhood Depressive Symptoms, Physical Activity and Health Related Fitness. *Journal of Sports & Exercise Psychology*. 25:4. P.149.

³ Eldridge, J. (2014). Comparison of Academic & Behavioral Performance between Athletes & Non-Athletes. *International Journal of Exercise Science*. 7:1.

- Anticipated available funding is \$1,500,000 with a maximum request of \$250,000 per grant
- Minimum request for programs is \$5,000; minimum for facilities is \$25,000

Youth Physical Activity Programs

- Increase access to physical activity for under-resourced youth up to 24 yrs.
- Anticipated available funding is \$600,000 for programs only

Sports Facilities Improvements

- Increasing access for under-resourced communities
- Available for capital projects and improvements only
- Anticipated available funding is \$1,500,000 with a maximum request of \$300,000 per grant
- Minimum request is \$25,000

B. Timeline

Applications Available Online	September 27, 2017
Information Sessions	October 4-12, 2017
Applications Due	11:59pm PST November 9, 2017
Notification of Funding Decision	Mid-January, 2018
Contract Agreements	March, 2018

III. ELIGIBILITY

Applicants must meet the following criteria to be eligible for funding:

- Government agency or nonprofit organization 501(c)3 serving residents of King County
 - A small community organization without 501c3 status, is eligible through partnership with a fiscal agent
- Capital projects include construction, renovation, or rehabilitation of facilities directly related to increasing access to sports for youth and/or adult participants
- Programs must be directly related to and increase access to youth and amateur health enhancing physical activity

IV. APPLICATION PROCESS

Applications are submitted electronically through our online application system. Staff is available for technical assistance as needed.

1. Using the infographic, select the funding opportunity that matches your need and follow instructions to the link to enter the code provided.
2. Applications can be saved online and returned to complete in multiple sessions.
3. Download budget template
4. Programs only: Download outcomes template
5. Upload completed templates as part of application
6. Complete application online.
7. Submit application online by the deadline. Applications will not be accepted after the November 9th deadline.
8. Applicants will be notified of funding decisions by email by mid-January 2018.

V. EVALUATION

A. Review & Selection Process

Applications will be reviewed in a two-step process. An initial screen will be conducted for technical compliance. King County Parks may ask applicants to provide additional information for clarity. King County Parks may request follow-up interviews or site visits as needed. Staff is available to provide technical support as needed.

Applications that are technically compliant will be reviewed by a panel of evaluators consisting of staff across King County Parks, Public Health, and Community and Human Services. Evaluators will use the criteria below to score the applications. Programs & projects are funded based on their scores and the amount of funding available.

Applicants will be notified by email of funding decisions in mid-January. Applicants that do not receive funding will receive a brief summary supporting the decision.

B. Criteria, Rubric, & Scoring

1. Initial Screen for Technical Compliance

Using the checklist below, applications will be screened for completion of necessary elements. If clarification is needed, a follow up email will be sent through the online application system.

2. Proposal Scoring

Reviewers will evaluate each application using the rating criteria in Table 2. Reviewers will record scores on the grant management system enabling King County Parks to provide feedback to organizations to inform improvement.

Table 1. Technical Compliance Checklist

Item	Complete
Application submitted on time	
Budget Attached	
Outcomes & Milestones Attached (Programs Only)	
Schematic Plan Attached (Projects Only)	
W-9 Attached	

Program Evaluation

Equity & Community Impact (0-20 points)

Applications will be evaluated by the level of community engagement to identify concerns, barriers, and priorities along with their track record of addressing identified barriers. Proposals that serve communities of color, low-income, or immigrant communities and have established community partnerships will receive higher ratings.

Leadership & Development (0-10 points)

Effective programs prioritize competent staff with access to on-going professional development. Proposals will be evaluated by qualifications of staff, training provided, and access to on-going development opportunities.

Evaluation & Improvement (0-10 points)

Quality programs have systems in place to promote continuous improvement. Applications will be evaluated by the process of assessing effectiveness through formal and informal activities such as surveys or reflection and by their projected outcomes. Proposals involving staff and participants in evaluation and utilizing data such as attendance or demographic data to inform decisions will score higher.

Budget (0-10)

The budget will be evaluated by reviewing how expenditures align with stated outcomes to support increased access to physical activity, the level of additional funding, efficiency, and provision of scholarships. Applicants are required to use the YASG budget template.

Sample Program Budget

Expense	Cost	YASG Grant Request	Other Committed Funding	Description of Expense for YASG Request (Include Unit Cost)
ADMINISTRATION				
Insurance	\$2,000	\$2,000	\$0	Annual liability coverage
Executive Director	\$80,000	\$4,000	\$76,000	FT salary provides strategic direction, outreach, coach selection, & training
DIRECT SERVICE PERSONNEL				
Coaches	\$36,000	\$12,000	\$24,000	2 PT coaches for 2 teams for 4 seasons at \$1,500/coach/season
EQUIPMENT				
Goals	\$1,000	\$1,000	\$0	2 full size goals for main field at \$500/goal
Uniforms, shinguards, & balls	\$1,500	\$1,500	\$0	For 40 players at cost of \$37.50/player
SCHOLARSHIPS				
Full Scholarship	\$2,000	\$1,000	\$1,000	Covers all fees for 10 players at \$100/player
FACILITY FEES				
Field rental	\$4,800	\$4,800	\$0	1 turf field/2 hrs/day for 8 weeks (1 season) at \$60/hr
Lighting fee	\$920	\$920	\$0	1 hr lights/day for 8 week (1 season) at \$23/hr
NUTRITION				
Fruit, nutritional snack, & water	\$500	\$500	\$0	Nutrition before practice daily for 2 teams for 1 season
TRANSPORTATION				
Lease	\$300	\$300	\$0	Lease rate for 4 months
Gas	\$200	\$200	\$0	To & from away games for 2 seasons
TOTAL				
	129,220	28,220	101,000	

Administration: Includes expenses such as executive and administrative compensation, building rent, insurance, utilities, and office supplies. YASG funding of administrative costs is limited to 15% of total grant request.

Direct Service Personnel: Includes compensation for staff providing direct service to participants such as coaches, trainers, and program leaders.

Equipment, Materials, & Uniforms: Includes equipment that is central to the program, materials for events and programming, and uniforms.

Scholarships: Includes the cost of providing access for participants to pay team and registration fees and costs associated with participation.

Facility Fees: Expenses related to field use, facility fee, and park entry fees.

Nutrition: Costs to provide nutritional snacks and meals during program participation.

Transportation: Expenses to purchase, lease, and/or fuel to transport participants to field, facility, or program site. Funds are not to be used to cover travel out of the PNW region. Vehicle purchase or lease expenditures limited [to King County Metro Van Sales](#) or lease only.

Program Evaluation Criteria

Score Levels	Equity & Community Impact 0-20 pts	Leadership & Development 0-10 pts	Planning & Improvement 0-10 pts	Budget 0-10 pts
High	<p>High level of community engagement identifying concerns, barriers, & priorities</p> <p>Track record of addressing access barrier identified by the community & data</p> <p>Program primarily serves target populations of under resourced communities: low income, communities of color, or limited English speaking</p> <p>Established community partnerships & clear roles</p>	<p>Recruits, hires, & develops qualified staff who reflect diversity & cultures of community served</p> <p>Staff trained in CPR, 1st aid, ER procedures, recognition of abuse, cultural responsiveness</p> <p>Staff observed & provided feedback at least once annually</p> <p>Access to on-going professional development</p>	<p>Program establishes measureable outcomes & milestones</p> <p>System of routine assessment of effectiveness through various formal & informal activities (surveys, reflection, observation, data review)</p> <p>Program uses data management system to track attendance, demographic information & drive decisions</p> <p>Involves staff, volunteers, & participants in process of evaluation, planning, & improvement</p>	<p>Expenditures align with stated outcomes to support increased access to physical activity</p> <p>Majority of additional funding is committed</p> <p>Cost estimates are clear, efficient, & sufficient</p> <p>A sliding scale fee or scholarships are available to any with a cost barrier</p>
Medium	<p>Some community engagement has occurred, though relationships not established</p> <p>Program/project addresses or is attempting to address a barrier</p> <p>Program serves portion of target population</p> <p>Community partnerships in development & roles evolving</p>	<p>Recruits, hires, & trains qualified staff</p> <p>Staff trained in some ER procedures but not recognition of abuse or cultural responsive</p> <p>Staff may be observed but not systematic</p> <p>Access to limited single point training</p>	<p>Outcomes mentioned however not measureable</p> <p>Informal evaluation of effectiveness</p> <p>Effort to collect some program/participant data</p> <p>Process of evaluation, planning, & improvement involves staff, however not volunteers or participants</p>	<p>Some expenditures aligned with stated outcomes; some do not</p> <p>Additional funding partially committed</p> <p>Reasonable budget projections, with questions</p> <p>Limited amount of scholarship available or only a sliding scale fee</p>
Low	<p>Little to no evidence of community engagement</p> <p>Program does not address access barrier identified by community or data</p> <p>Program does not serve target population</p> <p>Limited partnerships to no partners identified</p>	<p>Recruits & hires staff</p> <p>Staff training not evident</p> <p>Staff not observed</p> <p>Limited to no access to training</p>	<p>No mention of outcomes</p> <p>No system of evaluation</p> <p>Participant data not collected</p> <p>Limited evidence of program planning & improvement process</p>	<p>Expenses ineligible for funding</p> <p>Majority of additional funding is pending</p> <p>Budget projections are not realistic, reasoning unclear</p> <p>No sliding scale or scholarships available</p>

Project Evaluation

Equity Assessment & Community Impact (0-20 points)

Proposals will be evaluated by how it will impact and serve the community. Applicants will be evaluated by the level of community engagement to identify concerns, barriers, and priorities along with their track record of addressing identified barriers. Proposals that serve communities of color, low-income, or immigrant communities and have established community partnerships will receive higher score.

Project Management (0-10 points)

Projects will be evaluated by the expertise, permit acquisition, timeline, and plan to maintain facility, field, or project.

Project Design (0-10 points)

Design entails how well space is utilized to meet stated community need. Projects that will be LEED certified and/or maximize sustainable, environmentally sound practices and use high quality durable materials will receive higher score.

Budget (0-10)

Applicants are required to use the YASG budget template. YASG funding does not cover planning, design, or permitting expenses.

Sample Capital Project Budget

Expense	Cost	YASG Grant Request	Other Funding Committed	Description of Expense
ARCHITECTURE, ENGINEERING, & PERMITS				
Design	\$12,000		\$12,000	Survey & design for improved grade
Permits	\$0		\$0	NA: did not trigger clearing/grading permit
ADMINISTRATION				
Insurance	\$2,500	\$1,000	\$950	Annual liability
Project management	\$30,000	\$20,000	\$10,000	PT PM at rate of \$75/hr
CONSTRUCTION & INSTALLATION				
New turf installation	\$288,000	\$104,000	\$188,000	\$4.50 per sq. ft. for new turf and installation
disposal	\$75,000	\$0	\$75,000	Labor to disassemble, haul, & dispose
Gravel, new grade	\$25,000	\$25,000	\$0	Additional base material and labor
Project contingency	\$38,800		\$38,800	10% construction contingency
TOTAL				
	\$471,300	\$150,000	\$324,650	

Administration: Includes expenses associated with project management. YASG funding of administrative costs is limited to 15% of total grant request.

Construction & Installation: Includes expenses such as labor and equipment. When describing expense, please note hourly rate and number of hours.

Construction Materials: Includes expenses of materials and tools.

Project Evaluation Criteria

Score Levels	Equity & Community Impact 0-20 pts	Project Management 0-10 pts	Project Design 0-10 pts	Budget 0-10 pts
High	<p>High level of community engagement identifying concerns, barriers, & priorities</p> <p>Track record of addressing access barrier identified by the community & data</p> <p>Will serve target populations under resourced communities: low income, communities of color, or limited English speaking</p> <p>Established community partnerships & clear roles</p>	<p>A detailed timeline</p> <p>Specialized expertise accounted for</p> <p>Thorough plan to maintain facility/field upon completion</p> <p>accounts for staff & financial resources</p> <p>Necessary permits identified, & initiated or obtained</p>	<p>Design optimizes space & materials to meet identified need</p> <p>LEED certified or maximizes sustainable, environmentally sound practices</p> <p>Utilizes high quality, durable materials</p>	<p>Expenses eligible & demonstrate efficient use of resources</p> <p>Majority of additional funding is committed</p> <p>Cost estimates are clear, sufficient, & reasonable</p>
Medium	<p>Some community engagement has occurred, though relationships not established</p> <p>Addresses or is attempting to address a barrier</p> <p>Serves portion of target population</p> <p>Community partnerships in development & roles evolving</p>	<p>Timeline noted yet milestones not projected</p> <p>Moderate level of expertise conveyed</p> <p>Basic plan to maintain facility/field upon completion</p> <p>accounts for staff or financial resources</p> <p>Necessary permits identified, not yet initiated</p>	<p>Design considers space & materials to meet identified need but not to fullest extent</p> <p>Evidence of some sustainable, environmentally sound practices</p> <p>Utilizes medium quality/durability materials</p>	<p>All expenses are eligible</p> <p>Additional funding partially committed</p> <p>Reasonable budget projections, with questions</p>
Low	<p>Little to no evidence of community engagement</p> <p>Does not address access barrier identified by community or data</p> <p>Does not serve target population</p> <p>Limited partnerships to no partners identified</p>	<p>Timeline is not included</p> <p>Limited experience & expertise evident</p> <p>Limited to no plan to maintain or unrealistic</p> <p>Permits not yet identified</p>	<p>Design does not utilize space & materials well to meet identified need</p> <p>Limited to no sustainable, environmentally sound practices</p> <p>Utilizes low quality materials & products</p>	<p>Listed expenses ineligible</p> <p>Majority of additional funding is pending</p> <p>Budget not realistic and/or adequate</p>

C. Outcomes for Program Grants

Applicants requesting less than \$20,000 must propose at least one outcome with two milestones and a description of the current status. Proposals requesting more than \$20,000 should describe at least two outcomes and supporting output for each with a

description of current status. The outcomes template will be used to evaluate progress and distribute remaining 25% of funding. At the collaboratively determined check in date, grantees will also need to submit at least one of the deliverables from the suite of options available.

Outcome: Expected change for individuals or populations as a result of the program funded by the grant.

Output: Quantitative goods, services, events, or deliverables produced during and with grant funding.

Baseline: Description of current status.

Sample Outcome Template

	Anticipated Progress / Milestones		
	Baseline Current Status	Mid-Point	End of Grant
	<i>Insert Current Date (month/year)</i>	<i>Insert Projected Mid-Point Date (month/year)</i>	<i>Insert Projected Completion Date (month/year)</i>
OUTCOME 1			
Increase accessibility of physical activity program in Park Heights		Increase youth participation in physical activity in Park Heights	Improve health of youth in Park Heights
Output 1.1			
Expand program frequency to 5 days/week	Currently 1 PT program facilitator for 2 days/week	Select & onboard FT program manager	Afterschool programming 5 days/week
Output 1.2			
Recruit 15 new participants	Currently serving 15 youth in Park Heights	Conduct outreach in 3 schools; 7 new participants	15 new youth participate regularly
External Challenges or Factors			
New school schedule compresses time available after school for programming	School dismissal 2:20pm during 2016-2017; this 2017-2018 year it is 3:45pm	Dismissal time has impacted outdoor programming time in winter	Increased daylight in late spring provided additional programming time

Sample Outcomes:

- Increase access to outdoor expeditions for youth in Federal Way
- Increase youth with disabilities access to physical activity

Sample Outputs:

- Increase program frequency from twice to four times a week

- Increase student school attendance rate at Cascade Elementary by 5%
- Increase daily participation in physical activity by 20 minutes for seniors in White Center

D. Deliverables

At the mid-point check in to review progress, grantees will submit a deliverable to King County Parks. Deliverables may be used publicly to illustrate investment impact with the community and stakeholders. Grantees may choose from photos, videos, participant survey responses or testimonials, family or volunteer testimonial, or voice recording to submit at the mid-point check ins.

VI. REPORTING REQUIREMENTS

A. Program Reporting Requirements

Each grantee is required to complete a mid-term progress report and a final report, both using the outcomes template completed during the application. The report schedule will be finalized during the contract agreement phase to fit within natural points of reflection based on program schedule. Both check points will be notified and reported via the online application system and include a call or meeting with program manager. The final report reflection and demographic data sheet is viewable once online application is initiated.

Mid-Term Progress Report	
Outcomes	Update template completed during application with progress on output
Deliverables	Select supporting evidence from suite of options: 3 photos, 1 video, or 2 participant or family testimonial or survey responses
Invoice	Update budget template to receive remaining 25%

Final Progress Report	
Outcomes	Update template with end of grant progress
Reflection & Demographic Data	Respond to 4 questions & submit data on participants including: number served & aggregate data on race, income, & language
Deliverables	Select from suite of options: 2 photos, 1 video, 2 testimonials or survey responses
Financial Review / Invoice	Update budget template to report actual expenses

B. Project Reporting Requirements

Capital improvement project grants will be reimbursed following key milestones or project completion. Projected milestones and completion dates to be submitted in the application. Grantees are required to notify KC Parks of contract awards, groundbreaking, and completion. The final report entails submission of a final budget with actual spending.

C. Funding Disbursement

Program grants less than \$20,000 will receive funding after the grant agreement is signed. Organizations will submit an invoice for contract of service in order to process disbursement.

Program grants of \$20,000 or more will be allocated through an outcomes-based agreement with 75% distributed as base pay after the grant agreement is signed. Organizations will submit an invoice for contract of service in order to process initial disbursement. The remaining 25% will be distributed by submitting an invoice for contract of service along with a progress report and deliverables demonstrating progress toward outcomes. Once the invoice, progress report, and deliverables are accepted by King County, final funding will be dispersed.

Capital improvement project grants will be reimbursed upon reaching project milestones or following completion of project. Organizations/agencies will submit an invoice to reimburse accrued expenses.

VII. GENERAL INFORMATION

- A. Applications and other material submitted under this application shall be considered public documents and with limited exceptions submittals that are recommended for agreement award will be available for inspection and copying by the public. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
- B. King County reserves the right to reject any or all submittals that are deemed not responsive to its needs.
- C. King County is not liable for any cost incurred by the Submitter prior to issuing the agreement.
- D. The contents of the submittal of the selected Submitter shall become contractual obligations if an agreement ensues. Failure of the Submitter to accept these obligations may result in cancellation of their selection.
- E. King County Code 2.93.040 prohibits the acceptance of any bid/application/submittal after the time and date specified on the cover page of this document. There shall be no exceptions to this requirement.

A. Appeals Process

Applicants interested in appealing the decision must do so within 10 business days of the email notification from King County Parks. An appeal must clearly state the rationale based on either of the following criteria:

- Failure to adhere to published criteria
- Procedures established in published policies & guidelines

Appeals should be sent to sportsgrants@kingcounty.gov with Attn: Kevin Brown in the subject line. The Director will review the appeal, may request additional information, and a final decision will be sent within 10 business days of receipt of the appeal.