



# Hennepin County Youth Activities Grants Program

Grants Management and Administration, Sarah Breyette & Ashley Lee

Hennepin County  
Youth Activities Grants  
Spring 2025

Pre-Application Conference  
February 19, 2025

The pre-application meeting will start at 10 a.m.

Please type your name, email address and organization's name in the chat box.

Please mute your microphone.

Problems connecting?  
Email [Youth.Grants@Hennepin.us](mailto:Youth.Grants@Hennepin.us)

# Meeting Logistics



## Mute

Mute your microphone



## Time

Time for questions after each topic



## Ask

Ask questions verbally AND type the question in the chat.



## Post

All questions and answers will be posted in an addendum in the Hennepin County Supplier Portal after this meeting



## Record

Meeting will be recorded

# Agenda

Program background

Spring 2025 grant opportunities

Application information

Post-award contract details

Reminders

# Program Background



- The Hennepin County Youth Activities Grants (HCYAG) program started in 2009.
- The program provides grants to local governments and partner orgs for youth activities.
- It is funded by the Twins Ballpark sales tax.



# Grant Initiatives & Opportunities

- **Sports Grants**

- Play areas (facilities, playgrounds, play spaces)
- Sports equipment

- **Arts & Music Grants** for arts and music programming and education

- **Water Safety Grants**

- Free or reduced-cost swim lesson grants, administered by the USA Swimming Foundation
- Lifeguard services

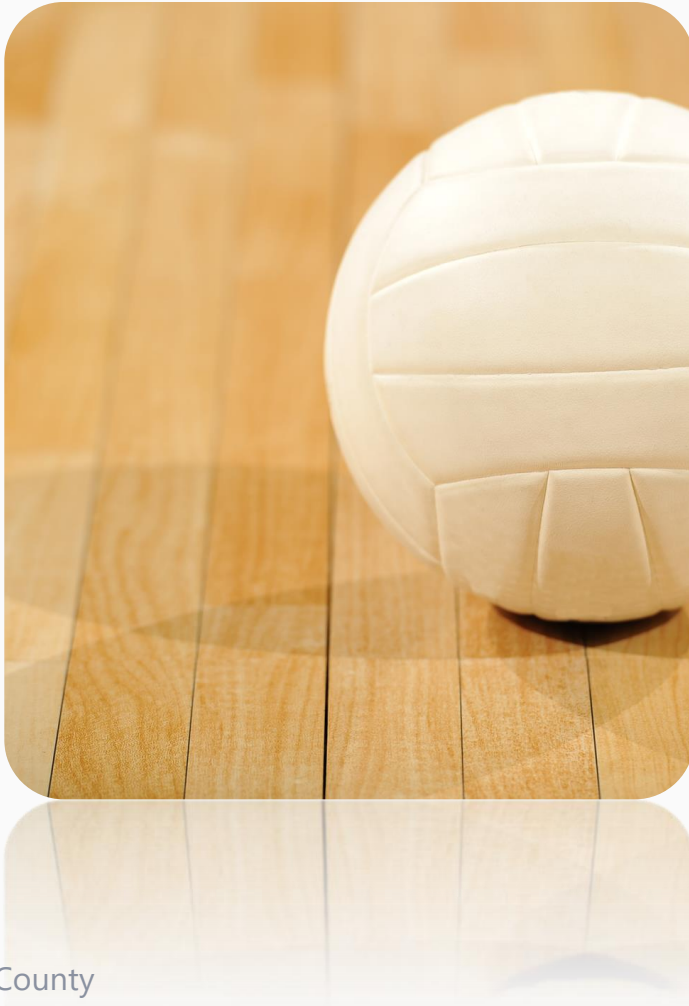
# Grant Eligibility

- Limited to Local Government Units (LGUs) in Hennepin County:
  - Municipalities (i.e., cities)
  - Watershed districts
  - Park districts
  - School districts
- Partnerships with other local organizations are encouraged

# Spring 2025 Grant Opportunities



# Requests for Applications (RFA)



- RFA Section 1.3 The Grant
- RFA Section 2.3 Evaluation Criteria

# Equipment Grants

The purpose of this grant opportunity is to increase opportunities for youth to participate in sports and recreational activities.

A total of \$135,000 has been allocated for Spring 2025.

Grants up to \$10,000 are available.



# Eligibility

- The applicant must be a local government unit (LGU) located in Hennepin County.
- The majority of individuals benefitting from grant funding must reside within Hennepin County.
- The equipment must be used and intended for kids age 18 years or younger, and/or be used by individuals participating in U4-U19 sports.
- Equipment purchased with grant funds must be used for youth athletic or recreational activities that take place in Hennepin County.

# Eligibility (cont.)

- Equipment purchased with grant funds must reside and be stored in Hennepin County.
- Equipment purchased with grant funds must be reuseable and not intended for single use or kept by individuals.
- Partner organizations and entities receiving grant funds must be registered with the Minnesota Secretary of State.
- Applicant may submit no more than five applications per RFA. If more than five applications are received, all applications may be considered ineligible and rejected as non-responsive.

# Definitions

Term	Definition
<i>Local Government Unit (LGU)</i>	Municipal districts, public school district, park district, and watershed district located in or operating within Hennepin County.
<i>Youth athletic activity</i>	Defined in Minnesota State Statute <a href="#">Sec. 121A.38</a> as “any sport or other athletic activity related to competition, practice, or training exercises which is intended for youth athletes and at which a coach or official is present in an official capacity as a coach or official.”
<i>Adaptive sports</i>	A recreational or competitive sport that has either been adapted specifically for persons with a disability or created specifically for persons with a disability
<i>Sports equipment</i>	Equipment used for physical sport by athletes during practice and/or active gameplay OR equipment necessary to train, practice or participate in athletic or recreational activities.
<i>Adaptive sports equipment</i>	Any tool, device, or machine used for adaptive sports



# Eligible Projects

## General sports equipment



## Adaptive sports equipment





# Arts & Music Grants

The purpose of this grant opportunity is to increase youth access to art and music education and programming in Hennepin County.

A total of \$300,000 has been allocated for Spring 2025.

Grants up to \$25,000 are available.





# Eligibility

- The applicant must be a local government unit (LGU) located in Hennepin County.
- The majority of individuals benefitting from grant funding must reside within Hennepin County.
- The majority of project participants must be ages 24 years and younger.
- Grant funded projects, services and programming must take place in Hennepin County.

# Eligibility (cont.)

- Equipment purchased with grant funds must reside and be stored in Hennepin County.
- Equipment purchased with grant funds may not be kept by individuals.
- Partner organizations and entities receiving grant funds must be registered with the Minnesota Secretary of State.
- Applicant may submit no more than five applications per RFA. If more than five applications are received, all applications may be considered ineligible and rejected as non-responsive.

# Definitions

Term	Definition
<i>Local Government Unit (LGU)</i>	Municipal districts, public school district, park district, and watershed district located in or operating within Hennepin County.
<i>Arts and music education and programming</i>	The involvement in youth artistic, musical, and/or creative activities.

# Eligible Projects



Arts education  
field trips



Theater  
productions



Musical  
instruments

# Evaluation Criteria

- Ability to generate measurable impacts commensurate with the public investment.
- Demonstration of need for financial assistance.
- Degree to which proposal promotes equal access for all constituents of Hennepin County.
- Degree to which grant funding will benefit populations who reside in areas that have been underserved.
- Degree to which proposed costs are reasonable and necessary.



# Questions

# Application Information



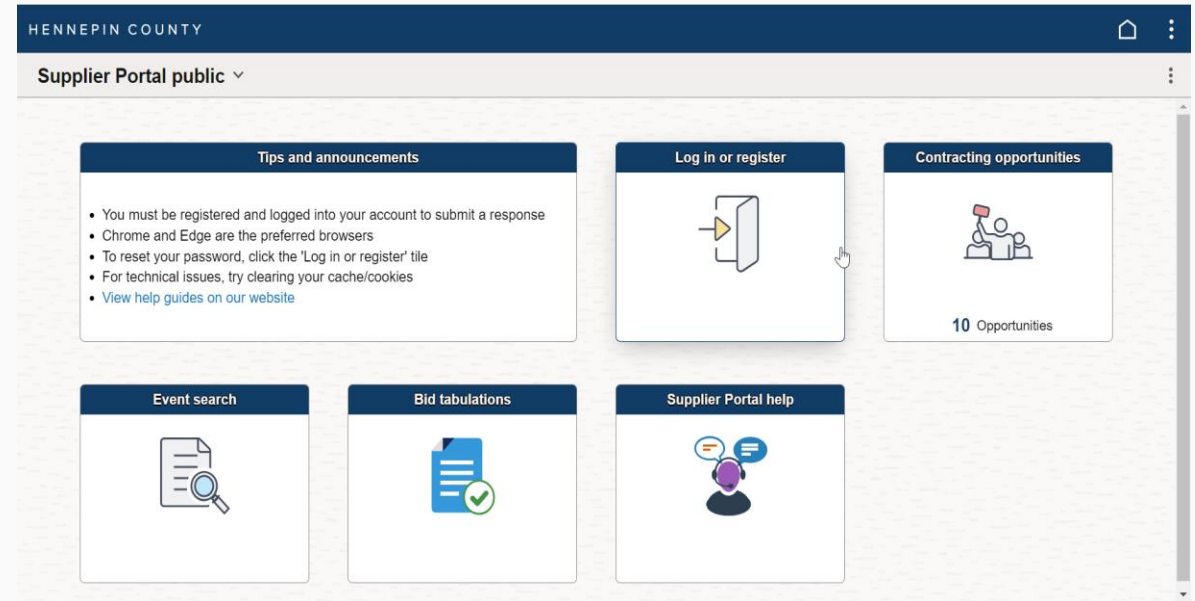
# Materials to be Submitted

- Completed Application
- Attestation Letter
- Supplemental Documentation



# Where to Apply

- All grant information and application materials are on the [Hennepin County Supplier Portal](#)
  - Equipment Grants Supplier Portal  
Event ID: **HNCTY-GFP0000117**
  - Art & Music Grants Supplier Portal  
Event ID: **HNCTY-GFP0000118**
- All applications must be submitted through the [Supplier Portal](#).
- Remember to register early!



# Event Search

The screenshot shows the Hennepin County Supplier Portal public interface. At the top, the text 'HENNEPIN COUNTY' is visible on the left, and a home icon and a three-dot menu icon are on the right. Below this is a dropdown menu labeled 'Supplier Portal public'. The main content area features several tiles:

- Tips and announcements:** Contains a list of instructions: 'You must be registered and logged into your account to submit a response', 'Chrome and Edge are the supported browsers', 'To reset your password, click the 'Log in or register' tile', 'For technical issues, try clearing your cache/cookies', and a link 'View help guides on our website'.
- Log in or register:** Features an icon of a document with an arrow pointing to it.
- Contracting opportunities:** Shows an icon of three people and the text '09 Opportunities'.
- Event search:** This tile is highlighted with a red border and a red arrow pointing to it from below. It contains an icon of a document with a magnifying glass.
- Bid tabulations:** Shows an icon of a document with a green checkmark.
- Supplier Portal help:** Features an icon of a person with speech bubbles.

At the bottom left of the screenshot, there is a small text string: `javascript:submitAction_win0(document.win0,'HOMEPAGE_SELECTOR');`

# Event Search

The screenshot displays the 'Event search' interface. The main heading is 'View Events and Place Bids'. The user is identified as 'Guest'. The search criteria section includes fields for Event ID (with 'HNCTY' entered), Event Name (with 'Arts' entered and highlighted by a red box and arrow), Event Type, and Event Status. There are also checkboxes for 'Include Declined Invitations?' and 'Results Should Include:' (with 'Sell Event', 'Purchase Event', and 'Request For Information' selected). Date fields for 'Start Date' and 'End Date' are present, along with an 'Item Description' field. A 'Categories' section shows a table with columns for 'Category' and 'Description'. At the bottom, there are 'Search' and 'Clear Criteria' buttons.

**Event search**

View help guides

**View Events and Place Bids**

Welcome, Guest  
User: Guest

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Event ID: HNCTY

Event Name: Arts

Event Type: [dropdown]

Event Status: [dropdown]

Include Declined Invitations?

Start Date: From [calendar] Through [calendar]

End Date: From [calendar] Through [calendar]

Item Description: [text box]

**Results Should Include:**

- Sell Event
- Purchase Event
- Request For Information

**Categories**

1-1 of 1

Category	Description
[input]	[input]

Search Clear Criteria

Add Additional Category

Remove Selected Category

# Event Search

The screenshot shows the 'Event search' interface. At the top, there are search criteria fields for 'Start Date' and 'End Date', each with 'From' and 'Through' date pickers. Below these is an 'Item Description' text box. A 'Categories' section includes a search box, a '1-1 of 1' dropdown, and two buttons: 'Add Additional Category' and 'Remove Selected Category'. At the bottom of the search criteria are 'Search' and 'Clear Criteria' buttons. The 'Search Results' section contains a table with the following data:

Event ID ↑	Event Name	Type of Opportunity ↓	Format	Type	End Date ↓
<b>HNCTY-GFP0000118</b>	Arts & Music Grant	Grant/Loan Application	Sell	RFx	03/31/2025 04:00 PM CDT
HNCTY-PFP0000222	Youth Arts Third-Party Grant Administrator	Professional Services	Sell	RFx	Event Completed
HNCTY-PFP0000199	Youth Arts Third-Party Grant Administrator	Professional Services	Sell	RFx	Awarded
HNCTY-CFB0000077	Lawn Equipment Repair Parts	Commodities/Goods	Sell	RFx	Awarded
HNCTY-CFB0000051	Recycling Carts	Commodities/Goods	Sell	RFx	Awarded

Annotations on the screenshot include:

- A red arrow pointing to the 'HNCTY-GFP0000118' ID in the table with the text: "2. Click the correct event ID."
- A red arrow pointing to the vertical scrollbar on the right side of the search results area with the text: "1. Remember to scroll down!"

# Event Search

Event Details

Welcome, Guest  
User: Guest

Bidding Shortcuts: [View Documents](#)

[Bid on Event](#)

Event Name: Arts & Music Grant  
Event ID: HNCTY-GFP0000118  
Event Format/Type: Sell Event RFX  
Event Round: 1  
Event Version: 1  
Event Start Date: 02/03/2025 1:00PM CST  
Event End Date: 03/31/2025 04:00 PM CDT

Event Description:  
REQUEST FOR PROPOSALS: Hennepin County Youth Activities Grants Arts and Music Grant  
PRE-APPLICATION CONFERENCE: February 19, 2025 at 10 a.m.  
CLOSING DATE FOR ALL QUESTIONS: March 20, 2025 at 4 p.m.

Contact: Ashley Lee  
Phone  
Email: Ashley.Lee@Hennepin.us  
Online Discussion  
Live Chat Help

Payment Terms  
My Bids: 0  
Edits to Submitted Bids: Allowed  
Multiple Bids: Allowed

★ Bid Required    Line Comments/Files

javascript:submitAction\_win0(document.win0,'RESP\_INQ\_DL0\_WK\_AUC\_DOWNLOAD\_PB');

# Event Search

### Event Comments and Attachments

Event ID GFP000118

**Enter Comments** ⓘ | 1 of 1 | View All

Comments:

Allow enough time to register or submit your response. Technical issues could cause you to miss the deadline.  
When responding, any requested attachments should be zipped prior to uploading.

**Attachments** ⓘ | 1-4 of 4

Attached File	Attachment Description	Event RFX Doc	Document Version	
HCYAG_Spring_2025_AM_RFA.pdf	RFA -Request for Applications	<input type="checkbox"/>	0.00	<a href="#">View</a>
HCYAG_Spring_2025_AM_Application_(002).docx	Application	<input type="checkbox"/>	0.00	<a href="#">View</a>
HCYAG_Spring_2025_Attestation_Letter_Template.pdf	Attestation Letter Template	<input type="checkbox"/>	0.00	<a href="#">View</a>
Arts__Music_Grant.pdf	Event Details	<input type="checkbox"/>	0.00	<a href="#">View</a>

[OK](#) [Cancel](#)



# Help Resources

- Supplier Portal [help resources](#)

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Phone: 612-543-5412  
M-F, 8 a.m. to 4:30 p.m.

There are also tutorials on the Supplier Portal Help page to walk you through each stage of the Supplier Portal process.

Close all

— Training materials

Registration

- [Register with the portal \(PDF, 1MB\)](#)
- [Register with the portal \(Video\)](#)
- [We can't seem to find your account error \(YouTube\)](#)
- [Reset your password \(PDF, 1MB\)](#)

Overview of the Supplier Portal

- [Supplier Portal overview \(YouTube\)](#)
- [Definitions \(PDF, 1MB\)](#)

Responding to an event

- [Respond to a bid or proposal - with images \(PDF, 1MB\)](#)
- [Respond to a bid or proposal - no images \(PDF, 1MB\)](#)

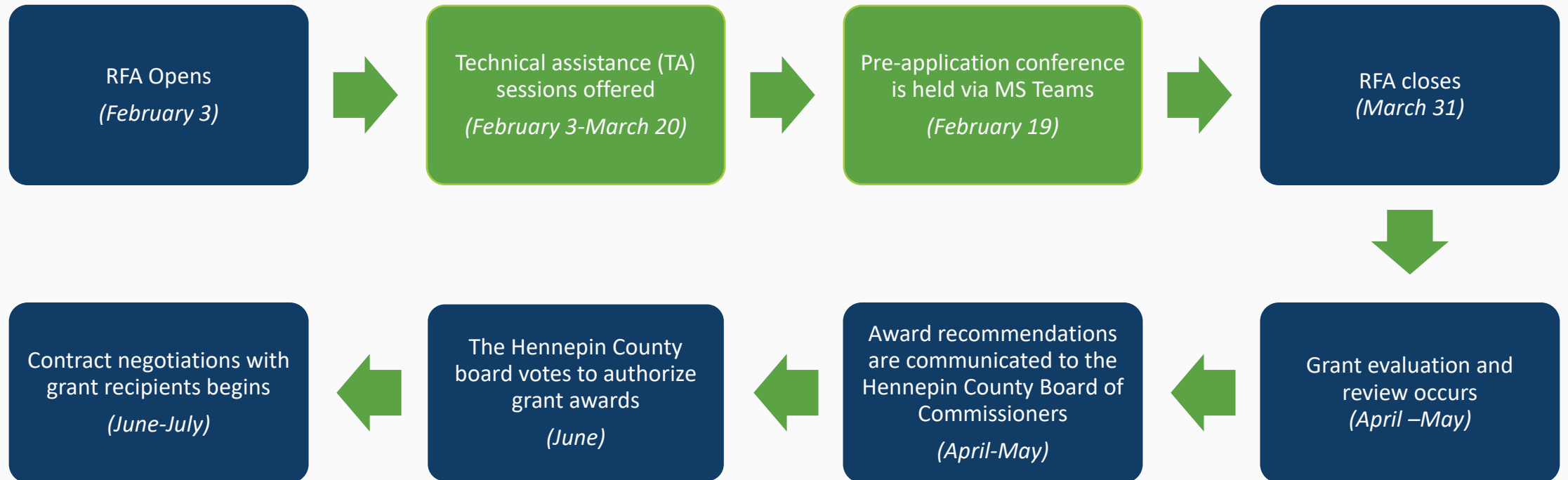


# Questions

# Contract Details



# Grant Award Process



# Post-Award: Contracts

- Contract drafting, negotiation, and execution
  - HCYAG Contract Manager & Program Staffs
  - Grant agreements identify additional requirements including term lengths (1-3 years), site visits, reporting, signage, and grant budget

# Post-Award: Site Visits

- Site visits may be conducted for the following grant projects:
  - Play areas
  - Arts & music
  - Lifeguard services
  - Other projects, as needed
- Notify HCYAG of any special events such as ribbon cuttings, grand openings, or performances.









Any final questions?

Hennepin County Youth Activities Grants, Sarah Breyette & Ashley Lee

# Hennepin County Youth Activities Grants

Ashley Lee, Program Administrator

612-543-4245

*For questions about upcoming and existing grant opportunities*

Sarah Breyette, Program Manager

612-348-8172

*For questions about an existing grant award*



[Youth.Grants@hennepin.us](mailto:Youth.Grants@hennepin.us)  
<https://www.hennepin.us/youth-grants>