

# GEORGE WATERS MEMORIAL GRANT

Grant Application & Forms



MINNESOTA  
SECTION

MINNESOTA SECTION  
PGA



# **GEORGE WATERS MEMORIAL GRANT**

## **GRANT PROGRAM SUMMARY**

### **Mission:**

The Minnesota Section PGA is dedicated to providing individuals, with an emphasis on juniors, an opportunity to experience the game of golf and learn vital life lessons. The Minnesota Section PGA achieves this mission through programs which enrich the lives of those involved and which provide educational, employment and scholarship opportunities. The George Waters Memorial Grant Program is established to help worthy PGA Professionals and other golf related Player Development or Golf in School programs further their goals in player development with an emphasis on junior golf, disabled golfers or Special Olympics athletes. The Program was developed from the gracious support of PGA Professional George Waters. Waters, owner of George's Driving Range and a PGA Member for more than 50 years, enjoyed teaching the game of golf to all interested including juniors. The Minnesota Section PGA Foundation was a benefactor from Mr. Waters' estate when he passed away in 2009. To honor George Waters and his love for teaching this great game of golf, the Foundation has established a grant program to help PGA Professionals fulfill George's dream of bringing more individuals into this game.

### **Process:**

Those interested in being considered for the George Waters Memorial Grant need to submit the grant application to the Minnesota Section PGA. An application may be submitted by a 501 (c) 3 Organization, or Organization using Minnesota Section PGA members only to do instruction. Minnesota Section PGA Members may also submit an application. All programs eligible for grants must be in existence for a minimum of one year to be eligible for a grant.

### **Funding Limits:**

#### **Teaching Grants:**

PGA Support                      75% of instruction budget

Payment will be made directly to the Organization or Minnesota Section PGA Member who will be in charge of the Program and paying the PGA Golf instructors. The maximum rate to be paid is \$50/hour for a PGA Members or Apprentices.

#### **Infrastructure Grants:**

A one time matching grant up to \$\_\_\_\_\_ for Player Development programs to cover infrastructure cost. These funds can be used for golf equipment, green fees for participants or assistance with transportation. Training equipment (such as video), capital items and apparel are not included.

#### **Special Assistance Grants:**

Grants to fund other expenses related to a golf instruction program. Criteria for approval will be determined on a case-by-case basis.

**Multi-Year Funding:**

Applicants can re-apply for Grant for one additional year. A maximum of 75% of previous year funded amount could be approved

**Non-Funded Projects:**

In general, the Minnesota Section PGA will not fund facility construction and/or enhancements, administrative costs of a program or project, nor its indirect costs, individual high school and collegiate teams, private individuals and endowments.



## **GEORGE WATERS MEMORIAL GRANT INFORMATION GUIDELINES**

### **EVALUATION CRITERIA**

The Minnesota Section PGA grant committee will review all George Waters Memorial Grant Applications. The review committee will determine the benefits of each grant request and will determine which programs are to receive funding. The committee's decisions shall be final. In determining the merits and priority of each application, grants will be awarded to:

- Golf developmental programs directed toward:
  - Juniors
  - Disabled golfers or military veterans programs
  - Special Olympics athletes
- Programs that support the PGA of America diversity initiatives to increase the participation of juniors including; Girls, African Americans, Hispanic Americans, Asian Americans, Native Americans and other protected groups.
- Programs that include life skill awareness for Juniors.
- Programs should include additional funding from other community partners, foundations, individuals or corporations. The Minnesota Section PGA should not be the only source of funds as we want the program to continue after our 1 or 2 years of financial assistance ends.

### **REQUIREMENTS**

- All grant applications (not the one page summary) need the signature of the PGA Member affiliated to program.

### **SUBMISSION/APPROVAL/FUNDING CYCLE**

Proposals will be reviewed once a year.

#### **Grant Application**

If you submit a grant application after one cycle has closed, your application will be considered during the next cycle. A list of awarded organizations is posted on the Section website ([www.minnesotapga.com](http://www.minnesotapga.com)) on the specified award dates.

**All grants must be POSTMARKED by the deadline dates listed below.**

**April 1 - Deadline**

**April 30 - Grants Awarded**



## **GEORGE WATERS MEMORIAL GRANT INFORMATION GUIDELINES**

### **RATIO SUGGESTIONS FOR EFFECTIVE INSTRUCTION: 1 PGA PROFESSIONAL/ # OF STUDENTS**

|              | <b><u>STUDENTS</u></b> |
|--------------|------------------------|
| New Beginner | 8                      |
| Beginner     | 10                     |
| Intermediate | 12                     |

Volunteers are not to be included in determining student/PGA Professional ratios. They are to act in a support role to the golf professional in the capacity of:

- student supervision
- general support
- basic set-up for classes/breakdown for classes

Ratios for disabled students varies from class to class and is up to the discretion of the program director. Also, quality golf in school programs may feature only one PGA Professional teaching a class of 30-40 kids with support from trained physical education teachers and volunteers.

### **ADDITIONAL REQUIREMENTS**

- Instruction – 4 hours minimum and additionally at least one on-course experience
- Strongly encourage follow-up programs: organized fun events on the golf course
- Only one grant per applicant/facility will be approved

### **CHECKLIST FOR SUBMITTAL OF GRANT APPLICATION**

**(Be sure these are all included in your package and completely filled out)**

- \_\_\_ 1 Grant Summary
- \_\_\_ 2 Grant Application
- \_\_\_ 3 Daily Program Schedule For Golf Instruction that must be signed by Executive Director of Section.
- \_\_\_ 4 Detailed Budget (for 3 years) of the program covered by this grant detailing a funding plan to cover that Budget. Provide prior year profit and loss statement and attach your organizations most recent Financial statement
- \_\_\_ 5 Submit the curriculum for your program
- \_\_\_ 6 Follow-up Report (signed)
- \_\_\_ 7 List of your Board of Directors





**GEORGE WATERS MEMORIAL GRANT APPLICATION**

**Active PGA Members and/or the PGA Sections must submit two complete copies of the application by the due dates. (Please staple do not bind).**

**IS THIS A CHARITABLE ORGANIZATION, IRS STATUS 501 (c) 3? \_\_\_\_\_**

**PLEASE ATTACH A COPY OF YOUR 501 (C) 3 IRS LETTER**

**FEDERAL TAX ID# \_\_\_\_\_ (9 digits)**

**ATTACH A LIST OF YOUR BOARD OF DIRECTORS**

**WHEN WAS THIS PROGRAM/ORGANIZATION ESTABLISHED? \_\_\_\_\_**

**BRIEF BACKGROUND OF YOUR ORGANIZATION**

**ACCOMPLISHMENTS OF YOUR ORGANIZATION**

**DESCRIBE THIS PROGRAM**

**DESCRIBE THE STUDENTS IN YOUR PROGRAM:**



## **GEORGE WATERS MEMORIAL GRANT APPLICATION**

**HOW MANY PEOPLE WILL YOUR PROGRAM SERVE?**

**HOW MANY STUDENTS PER CLASS?**

**HOW LONG IS EACH SESSION?**

**HOW MANY SESSIONS IN A PROGRAM?**

**DEFINE THE PROGRAMS SPECIFIC OBJECTIVES:**

**HOW IS THE PROGRAM GROWING THE GAME OF GOLF:**

**WHAT ARE YOU GOING TO DO TO RETAIN THESE STUDENTS AFTER YOUR PROGRAM IS OVER? WHAT KIND OF INCENTIVES ARE YOU OFFERING THEM?**



**GEORGE WATERS MEMORIAL GRANT APPLICATION**

**WHAT DATE WILL THIS PROGRAM START?** \_\_\_\_\_

**WHAT DATE WILL THIS PROGRAM END?** \_\_\_\_\_

**WHAT IS YOUR STUDENT TEACHER RATIO?** \_\_\_\_\_

**ARE YOU PROVIDING TRANSPORTATION?** \_\_\_\_\_

**IF SO, HOW?** \_\_\_\_\_

**LIST THE FACILITY WHERE INSTRUCTION WILL BE HELD** \_\_\_\_\_

**WHO ARE YOUR PGA PROFESSIONALS THAT WILL BE TEACHING THIS PROGRAM?**

**NAME:**

**MEMBER ID#**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO YOU CHARGE THE STUDENTS FOR THIS PROGRAM?** \_\_\_\_\_

**IF SO, HOW MUCH?** \_\_\_\_\_

**LIST OTHER ORGANIZATIONS THAT ARE OR WILL BE PROVIDING FUNDING AND OTHER RESOURCES. (INCLUDE ALSO IN BUDGET). Please put phone number or e-mail addresses so amounts can be verified by the PGA.**

| <b>NAME</b> | <b>APPROVED?</b> | <b>AMOUNT/RESOURCES</b> |
|-------------|------------------|-------------------------|
| _____       | _____            | _____                   |
| _____       | _____            | _____                   |
| _____       | _____            | _____                   |

**LIST 3 REFERENCES WITH CONTACT INFORMATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**GEORGE WATERS MEMORIAL GRANT APPLICATION**

**AMOUNT OF FUNDS REQUESTED: TEACHING GRANT \_\_\_\_\_**

**INFRASTRUCTURE GRANT \_\_\_\_\_**

**SPECIAL ASSISTANCE GRANT \_\_\_\_\_**

**IF YOU ARE REQUESTING AN INFRASTRUCTURE GRANT PLEASE BE SPECIFIC ON WHAT IT IS TO BE USED FOR AND HOW MUCH FOR EACH ITEM.**

| <b>ITEM</b> | <b>AMOUNT</b> |
|-------------|---------------|
|-------------|---------------|

**IF YOU ARE REQUESTING A SPECIAL ASSISTANCE GRANT WHAT IS IT AND WHAT EXACTLY IS IT GOING TO BE USED FOR?**

**COURSE ACCESS:**

**HOW MUCH DOES THE PROGRAM PAY FOR GREEN FEES FOR EACH PARTICIPANT DURING PROGRAM HOURS? \_\_\_\_\_**

**DO THESE FEES REPRESENT A DISCOUNT AND IF SO, HOW MUCH? \_\_\_\_\_**

**WILL PARTICIPANTS HAVE GOLF COURSE ACCESS OUTSIDE OF PROGRAMMING? \_\_\_\_\_**

**IF YES, HOW MUCH DO YOUR PARTICIPANTS PAY? \_\_\_\_\_**

**WHAT IS THE REGULAR JUNIOR RATE AT THE GOLF COURSE? \_\_\_\_\_**

**HOW OFTEN CAN THEY PLAY? \_\_\_\_\_**



## GEORGE WATERS MEMORIAL GRANT APPLICATION

### DAILY PROGRAM SCHEDULE FOR GOLF INSTRUCTION

This form is required for programs requesting TEACHING GRANTS. It should be **completed and submitted with the application**. *If your application is approved, the Minnesota Section PGA (if requested) will assist with scheduling the needed instructors for your program. A daily program schedule is to be filled out in full for EACH program you are applying for.*

Program: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Facility Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Please Copy this form as needed.

| Date | Day of the Week | Start Time | End Time | Total Hours | Expected number of Participants | Number of Instructors Needed | Instruction for: (Juniors, women, etc) |
|------|-----------------|------------|----------|-------------|---------------------------------|------------------------------|--|
|      | Sunday          |            |          |             |                                 |                              |  |
|      | Monday          |            |          |             |                                 |                              |  |
|      | Tuesday         |            |          |             |                                 |                              |  |
|      | Wednesday       |            |          |             |                                 |                              |  |
|      | Thursday        |            |          |             |                                 |                              |  |
|      | Friday          |            |          |             |                                 |                              |  |
|      | Saturday        |            |          |             |                                 |                              |  |

SCHEDULE FOR WEEK \_\_\_\_\_ OF \_\_\_\_\_ WEEKS

SAME SCHEDULE CAN BE USED FOR WEEK: \_\_\_\_\_ TO \_\_\_\_\_

PROPOSAL AND PROGRAM SCHEDULE REVIEWED BY SECTION EXECUTIVE DIRECTOR:

\_\_\_\_\_ DATE: \_\_\_\_\_

**RATIO SUGGESTIONS FOR EFFECTIVE INSTRUCTION: 1 PGA PROFESSIONAL/ # OF STUDENTS**

|              | <u>JUNIORS</u> | <u>YOUNG ADULTS</u> |
|--------------|----------------|---------------------|
| New Beginner | 8              | 10                  |
| Beginner     | 10             | 12                  |
| Intermediate | 12             | 14                  |

**DEMOGRAPHIC INFORMATION**

WHAT GEOGRAPHIC AREA DOES YOUR PROGRAM SERVE? PLEASE INCLUDE INFORMATION ABOUT WHERE YOUR PARTICIPANTS RESIDE

HOW MANY INDIVIDUALS ARE PROJECTED TO PARTICIPATE IN YOUR PROGRAM?

WHAT PERCENTAGE OF THAT TOTAL DO YOU ESTIMATE TO BE MALES \_\_\_\_\_ AND FEMALES \_\_\_\_\_?

WHAT PERCENTAGE OF THAT TOTAL DO YOU ESTIMATE WILL RETURN 1 YEAR \_\_\_\_\_ AND 2 YEARS \_\_\_\_\_ AFTER THE PROGRAM?

PLEASE PROVIDE YOUR BEST PERCENTAGE ESTIMATES FOR THE PARTICIPANTS EXPECTED TO BE IN YOUR PROGRAM. (PLEASE PROVIDE ADDITIONAL, PERTINENT DOCUMENTATION, IF AVAILABLE.)

AGE RANGE

Under the age of 6

6 to 9

10 to 13

14 to 18

Adult

\_\_\_\_\_ 100%

Socio-economic background

Household income less than \$25,000

Household income \$25,000-\$50,000

Household income \$50,001-\$75,000

Household income \$75,001 and above

\_\_\_\_\_ 100%

Ethnicity

African-American

American Indian/Alaska Native

Asian/Pacific Islander

Caucasian

Hispanic

Other

\_\_\_\_\_ 100%

Golf Background

No previous exposure to golf

Beginners

Intermediate

Advanced

\_\_\_\_\_ 100%

IF APPLICABLE, HOW MANY PARTICIPANTS DID YOU SERVE IN THE YEAR PRIOR TO YOUR PROPOSED GRANT PERIOD?

WHAT PERCENTAGE WERE MALES \_\_\_\_\_ AND FEMALES \_\_\_\_\_?

WHAT PERCENTAGE OF PARTICIPANTS FROM LAST YEAR DO YOU ANTICIPATE RETURNING THIS YEAR: \_\_\_\_\_

HOW ARE NEW PARTICIPANTS RECRUITED TO THE PROGRAM? PLEASE OUTLINE, IN DETAIL, YOUR RECRUITING METHODS BEYOND "WORD-OF-MOUTH" AND FROM WHERE SPECIFICALLY YOU WILL RECRUIT THEM.

## **FOLLOW-UP REPORT AGREEMENT**

All programs receiving a George Waters Memorial Grant are required to provide a report that will summarize the program outcome and will detail how the funds/materials were used.

Beneficiary Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Federal Tax ID # \_\_\_\_\_ (9 digits)

Is this a charitable organization, **IRS Status 501 (C) 3?**       Yes       No

Your organization submitted a proposal to the Minnesota Section PGA Requesting:

**Teaching Grant:**      \$ \_\_\_\_\_

**Infrastructure Grant:**      \$ \_\_\_\_\_

**Special Assistance Grant:**      \$ \_\_\_\_\_

Should your grant request be approved, your signature below confirms that:

- Your organization agrees to use the granted funds/materials exclusively for the designated purpose(s) as detailed in your proposal.
- You agree to forward to the Minnesota Section PGA a Follow-Up report of the program along with a financial accounting (including receipts) detailing how the funds/materials were actually utilized. The Follow-Up report is due within 30 days of program completion or six (6) months of the receipt of the grant. The report should detail the program's activities, successes/failures, the number of participants (ages, gender, and minorities participating) and the names and PGA ID number of the instructors, how many hours each PGA Professional worked and their rate of pay. Also, if available, copies of promotional materials used prior to the event, press coverage before or after the event, pictures, media clippings, etc. If funds have not been used within this six-month period, another report is required at the end of the next six-month period. A time sheet for each PGA instructor must be filled out **in full** each week and submitted in the follow-up report.

**Your organization agrees to return to the Minnesota Section PGA all funds/materials not Used within twelve (12) months of receipt of the grant.**

\_\_\_\_\_  
Program Director/PGA Member (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beneficiary Organization President/CEO (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 3 year budget

## BUDGET INFORMATION

| Fiscal Year (Mo/Yr-Mo-Yr)      | ACTUAL      |      | PROJECTED       |      |        |        |
|--------------------------------|-------------|------|-----------------|------|--------|--------|
|                                | Year Before |      | Year 1 of Grant |      | Year 2 | Year 3 |
| <b>REVENUES</b>                |             |      |                 |      |        |        |
| <b>INCOME</b>                  |             | C/P* | C/P*            | C/P* |        |        |
| Fundraising Events             |             |      |                 |      |        |        |
| Membership fees                |             |      |                 |      |        |        |
| Program fees                   |             |      |                 |      |        |        |
| Investment                     |             |      |                 |      |        |        |
| Cash Contributions             |             |      |                 |      |        |        |
| From Individuals               |             |      |                 |      |        |        |
| Corporations                   |             |      |                 |      |        |        |
| <b>Grants</b>                  |             |      |                 |      |        |        |
| PGA Grant                      |             | P    | P               | P    |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| Other Revenues                 |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| <b>TOTAL REVENUES</b>          |             |      |                 |      |        |        |
| <b>EXPENSES</b>                |             | K*   | K*              | K*   |        |        |
| <b>Program Expenses</b>        |             |      |                 |      |        |        |
| Construction                   |             |      |                 |      |        |        |
| Golf Course Access             |             |      |                 |      |        |        |
| Drv. Range Access              |             |      |                 |      |        |        |
| Golf Instruction               |             |      |                 |      |        |        |
| Instructors Wages              |             |      |                 |      |        |        |
| Teaching Materials             |             |      |                 |      |        |        |
| Equipment                      |             |      |                 |      |        |        |
| Tournaments                    |             |      |                 |      |        |        |
| Awards                         |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| Administrative:                |             |      |                 |      |        |        |
| Salaries & Wages               |             |      |                 |      |        |        |
| Employee Benefits              |             |      |                 |      |        |        |
| Office Expenses:               |             |      |                 |      |        |        |
| Office Rent/Mortg              |             |      |                 |      |        |        |
| Office Supplies                |             |      |                 |      |        |        |
| Other Expenses                 |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| -                              |             |      |                 |      |        |        |
| <b>TOTAL EXPENSES</b>          |             |      |                 |      |        |        |
| <b>Revenues Minus Expenses</b> |             |      |                 |      |        |        |

\* C = Committed Funds & P = Pending funds which the program may receive  
 K = In-Kind Expense (goods or services donated to the program)

Please include your organization's most recent financial statement.



**MORE INFORMATION IS AVAILABLE ON OUR WEBSITE:**

[George Waters Grant Information](#)

**Send Application and enclosures to the following address:**

**George Waters Memorial Grant Program**

C/o The Minnesota Section PGA  
12800 Bunker Prairie Road  
Coon Rapids, MN 55448

**Questions - Please contact:**

**Minnesota Section PGA  
Jon Tollette, COO  
(763) 754-0820  
Email at: [jtollette@pgahq.com](mailto:jtollette@pgahq.com)**



## **BUDGET HELP**

### **Guidelines for filling out our PGA Budget form**

#### **General Information**

This budget should be limited to golf programming, including what you are asking the PGA to fund. If you are part of a larger organization you need to break down the budget to reflect the golf program only.

Programs must have been in operation for at least one year. We do not fund start-up programs. Please enter dates in Fiscal year as well as three years of projections. Carefully consider your program's future budget when providing projections and provide the most accurate information possible.

Denote whether the revenue is committed \*C (cast in hand or committed contributions), \*P (funds you think you'll receive), or \*K (In-Kind Expenses the value of goods or services donated to your program.)

#### **Revenue/Income**

From fundraising events – income raised thru golf tournaments, fundraisers, silent auctions, etc.

Internal Support – funds that are allocated from your organization.

Program fees – fee charged (if any) to students to participate in your program.

Investment – revenues from interest bearing accounts

Cash contributions – a combined sum of cash donations from individuals

Foundation Grants – funding from other foundations or 501(c)(3)'s

Corporations – please list these contributions individually. If more than one please list in Other Revenues.

#### **Grants**

George Waters Memorial Grant – list in “Year 1 of Grant” as a pending revenue. Since our grants may be up to two years, calculate 25% less for the second year: 1<sup>st</sup> year \$10,000, 2<sup>nd</sup> year \$7500. In this section, also list any other grants from foundations or governmental sources. Remember to designate committed or pending.

Please list your In-Kind (\*K) revenues under Other Revenues. Donated goods or services and the value of discounts off standard prices can be included in this section as well.



## **GUIDELINES**

### **Expenses**

Golf Course Access – the amount of money the program spends on green fees to allow students to play on the course.

Golf Range Access – the amount of money the program spends on range balls.

Golf Instruction – hourly wage for the PGA Professionals and/or PGA Apprentices.

Teaching Materials – instructional supplies that are used during the program.

Equipment – amount of money spent on golf bags, golf clubs and golf balls.

### **Administrative**

Salaries and Wages – payment of individuals who provide administrative services specifically for this program.

Employee Benefits – Expenses on benefits for administrative salaries and wages related to this program.

### **Office Expenses**

Office Rent/Mortgage – expenses for a space used to operate the program

Office Supplies – paper, postage, insurance, etc.

Other Expenses – may include, but are not limited to, clothing, food, beverage, advertising, printing.