

LAW ENFORCEMENT TORCH RUN (LETR) FUND APPLICATION PROCEDURES

The purpose of the LETR Scholarship Fund is to support athletes or delegations who would otherwise not have the opportunity to attend a state/regional event, purchase necessary sports equipment, start a new delegation or participation in Athlete Leadership Programs, Summer Sports Camp, Leadership Conference, etc.

The LSMT Coordinator or Head of Delegation applies for funds. The application for the LETR Scholarship Fund can be found on page 69. All applications must be accompanied by an annual and sports-specific budget.

Individual athletes applying only need to complete the form for athletes found on page 71.

Application and proposed request budget is mailed or faxed (612-333-8782) to Special Olympics Minnesota, Attn: LETR Scholarship Fund. Deadlines for submission by each sport season are outlined on the Application Form.

Program staff reviews and researches the application within three weeks of the sport deadlines, unless otherwise specified. Other staff may be asked to provide additional information regarding the application. Applicant may be asked to provide more information as well.

Program staff approves, denies or modifies the request and notifies applicant of decision within three weeks of deadline.

Approval

Call or email is made to applicant announcing approval. Congratulatory letter is sent to applicant and a transfer is made into the delegation's centralized account.

Scholarship fund report must be submitted within three weeks of competition or event.

Denial

Letter is sent to the applicant explaining the justification for denying the request and, if applicable, recommendations on how request could be funded by the LETR Scholarship Fund are noted.

Denial of request may be due to, but is not limited to, the following:

- Request does not fall within priority funding areas.
- Applicant has not undertaken any fundraising activities or planned any activities within the past four months.
- Applicant has not fulfilled financial reporting duties.
- Application was not submitted by submission deadlines.
- Delegation the applicant is representing has sufficient funds in centralized account to cover request.
- Request is deemed an inappropriate use of funds.

Modifications

Call or email is made to applicant announcing approval with adjustment(s). Congratulatory letter with reasoning for adjustment(s) is sent and a transfer is made into the delegation's centralized account.

LAW ENFORCEMENT TORCH RUN (LETR) FUND APPLICATION FOR DELEGATIONS

THIS FORM IS FOR **DELEGATIONS ONLY**. ATHLETES, PLEASE SKIP TO NEXT PAGE.

SUBMISSION DEADLINES

JAN. 1: Sports, activities & events in Winter Games sports season	MAY 15: Sports, activities & events in Summer Games sports season
FEB. 15: Sports, activities & events in Spring Games sports season	JULY 1: Sports, activities & events in Fall Games sports season
APRIL 1: Summer Sports Camp	OCT. 1: Sports, activities & events in Bowling season
All other requests may be submitted on a rolling basis	

SECTION 1: scholarship request information

NOTE FOR DELEGATION REQUESTS: *If you are not the Head of Delegation (HOD) or LSMT Coordinator, please let that individual know that you are submitting this scholarship request.*

Delegation name	
Name of person submitting request	
Preferred phone number/time at which to reach you	
Email address	
Total amount requested	

DELEGATION EXPENSES REQUESTING FUNDING FOR

Sport/Event:	State	Regional	Area
Games fees	\$	\$	\$
Transportation/lodging	\$	\$	\$
Meals	\$	\$	\$
Facility/training costs	\$	\$	\$
Starting new sport	\$	\$	\$
Starting new team	\$	\$	\$
Uniforms	\$	\$	\$
Total*	\$	\$	\$

** The total amount should equal the amount listed in "Total amount requested" above.*

SECTION 2: supporting information for delegations

How many athletes will benefit from this request?	\$	What is the current balance of your Centralized Account?	\$
What is the cost per athlete (amount requested /# of athletes)	\$	How much is your team contributing toward event expenses?	\$
If this scholarship is for an event, how far is it from your location to the event location?			\$
If you have a participation fee, how much is it, and for what is it used?			\$
Annually, how many sports or competitions does your team support?			\$
If you received scholarship money in the past, how much did you receive, and when did you receive it?			\$

*Please attach a copy of your team's **Annual Budget** and an **Event/Sports Budget** OR complete part 2 of this application. Requests will not be considered without this information.*

LAW ENFORCEMENT TORCH RUN (LETR) FUND APPLICATION PROCEDURES

THIS FORM IS FOR **ATHLETES ONLY**. DELEGATIONS, PLEASE COMPLETE PREVIOUS PAGE.

SUBMISSION DEADLINES

APRIL 1: Summer Sports Camp	All other requests may be submitted on a rolling basis
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SECTION 1: scholarship request information

Athlete name	
Name of person submitting request	
Preferred phone number/time at which to reach you	
Email address	
Total amount requested	

ATHLETE EXPENSES

Summer Sports Camp	\$
ALPs course: _____	\$
Leadership Conference/DSA	\$
Other: _____	\$
Total*	\$

* The total amount should equal the amount listed in "Total amount requested" above.

SECTION 2: supporting information for athletes/individuals

If this scholarship is for an event, how far is it from your location to the event location?	\$
If you received scholarship money in the past, how much did you receive, and when did you receive it?	\$

LAW ENFORCEMENT TORCH RUN (LETR) FUND APPLICATION PART TWO

THIS FORM IS FOR DELEGATIONS.

*Delegations can submit a separate annual budget **and** event/sports budget in lieu of completing this form.*

Delegation, Athlete name	
Total amount requested	

ANNUAL BUDGET DETAIL *Please attach additional sheets if necessary.*

Total revenue raised to date	\$	Total expenses to date	\$
Anticipated revenue through year end	\$	Anticipated expenses through year end	\$
Total revenue	\$	Total expenses	\$

MAJOR REVENUE CATEGORIES THIS YEAR <i>Please identify type of event & how much was/is anticipated to be raised.</i>	MAJOR EXPENSE CATEGORIES THIS YEAR. <i>Please identify sport and amount spend during season.</i>
1	1
2	2
3	3
4	4

EVENT/SPORTS BUDGET DETAIL

Please complete for the event/sport season for which you are requesting scholarship money. Attach additional sheets if necessary.

EQUIPMENT

Item(s) purchased	Quantity purchased	Cost per item	Total equipment cost
		\$	\$
		\$	\$

FACILITY RENTAL

Facility name	Number of rentals	Cost per week/session	Total facility rental cost
		\$	\$

GAMES FEES

Event	Number of athletes	Number of coaches	Total games fee cost
State	x \$20 = \$	x \$15 = \$	\$
	x \$ = \$	x \$ = \$	\$

LODGING

Dorm/hotel	Number of rooms	Cost per room	Total lodging cost
		\$	\$

MEALS

Meal (Breakfast/lunch/dinner)	Number of coaches/athletes	Cost per meal	Total meal cost
		\$	\$
		\$	\$

TRANSPORTATION

To what event?	Number & type of vehicles	Cost per vehicle	Total transportation cost
		\$	\$
		\$	\$

UNIFORMS

Items (shirts/shorts/jacket, etc.)	Number purchased	Cost per item	Total uniform cost
		\$	\$
		\$	\$
		\$	\$

OTHER

List expense:	\$
Total Event/Sports Budget	

LAW ENFORCEMENT TORCH RUN (LETR) FUND REPORT

THIS FORM IS FOR **DELEGATIONS** OR **ATHLETES** WHOSE APPLICATION HAS BEEN APPROVED. FORM SHOULD BE COMPLETED AND SUBMITTED FOLLOWING THE FUNDED EVENT.

DEADLINE: This report must be received by Special Olympics Minnesota **within three weeks** of scheduled event/use.

Mail to: Special Olympics Minnesota, 100 Washington Avenue S., Suite 550, Minneapolis, MN 55401

SECTION 1: scholarship information

Delegation or athlete name: _____ Area: _____

Event or purpose for which application was made: _____

Athletes served: _____

HODs/coaches served: _____

TOTAL exp/project budget: \$ _____

SECTION 2: scholarship itemization

Receipts must be attached to report.

EXPENSES

Equipment	\$
Uniforms	\$
Games fees (athletes)	\$
Games fees (coaches)	\$
Lodging	\$
Transportation	\$
Other	\$
Total spent	\$

REVENUE

Delegation/athlete	\$
Scholarship award	\$
Other:	\$
	\$
	\$
	\$
	\$
Total revenue	\$
Balance	\$

** Any remaining balance must be returned to the LETR scholarship fund*