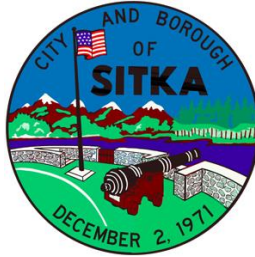


City and Borough of Sitka



GENERAL FUND GRANTS FOR NON-PROFIT ORGANIZATIONS

APPLICATION MATERIALS FOR FISCAL YEAR 2018

Complete grant applications to be returned to the
Municipal Clerk's Office

Annual Grant Deadline – August 25, 2017 5:00 PM

**Special Emergency Grant Deadline – Two weeks prior to
Assembly meeting considering application**

For further information, please contact:

Renee Wheat, Administrative Coordinator

City and Borough of Sitka

100 Lincoln Street

Sitka, Alaska 99835

(907) 747-1808

FAX (907) 747-7403

renee.wheat@cityofsitka.org

City and Borough of Sitka
General Fund Grants For Non-profit Organizations

APPLICATION CONTENT, ATTACHMENTS, & RATING SCHEDULE

**** Please submit only requested items ****

- **Detailed project description overview (one page only) – total pts 10**
 - What grant category are you applying for (you may choose only annual or special emergency grant, and only one category under annual grants)?
 - What will be done with these funds?
 - Who will do it?
 - Who will be served?
 - When will this service be provided?
 - Has the agency received CBS General Fund Grants previously? If so, how many, which years and for what amount?

- **Expected Outcomes (one page only) – total pts 10**
 - How will the project be measured as successful?
 - What will the tangible community benefit be?
 - What are some benchmarks during the project that indicate things are going in the right direction?

- **Statement of Need (one page only) – total pts 10**
 - How does this project align with the funding category that you are applying for?
 - What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
 - Does the funding from this request leverage other funds for the project? How?

- **Organizational Capacity (one page only) – total pts 10**
 - Track record (this or similar project delivery and management)
 - Community Support
 - Board Attendance
 - List of Board Members and Officers

- **Budget – total pts 10**
 - Statement of assets, revenues, and expenditures for previous year.
 - Detailed budget for current year, including funds for this project.
 - Include itemized list of grants received or pending for prior and current years.

- **Required Documentation – total pts 10**
 - Copy of nonprofit documentation such as IRS 501c3 designation.
 - Current State of Alaska nonprofit organization business license.
 - CBS Liabilities Form

Please submit **one original** and **one electronic copy** of your application, including summary sheet, fastened by clip or staple. Type the application using size 10-12 font. Submit only material requested.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: _____

Alaska State Business License Number (if applicable): _____

Name of Contact Person: _____

Phone: _____ Email: _____

Mailing address: _____

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- Annual Grant:
 - Human Services or
 - Cultural and Educational Services
 - Community Development
- Special Emergency Grant

Dollars Requested: _____

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: _____

I, _____, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: _____

Title: _____

Date: _____

**CITY AND BOROUGH OF SITKA
GENERAL FUND GRANTS FOR
NON-PROFIT ORGANIZATIONS**

PROCEDURES

The following table describes the types of City and Borough of Sitka (CBS) General Fund grants that may be awarded to nonprofit organizations for: (1) Human Services; (2) Cultural and Educational Services; or (3) Community Development. A non-profit organization may request a grant as an annual award or as a special emergency grant during the fiscal year when the need arises. The percentage of money appropriated from the general fund for nonprofit organization grants and the maximum amount of any grant is listed below.

A further explanation of the grant application process, requirements and restrictions is outlined on the next page, and in the attached application packet.

<u>Grant Category Description</u>	<u>Time Frame</u>	<u>Amount</u>
Human Services	Annual Grants	<u>Total Funds</u> –50% of Grant Budget <u>Maximum Grant</u> - \$25,000
Cultural and Educational Services	Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
Community Development	Annual Grants	<u>Total Funds</u> – 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
Special Emergency	Special Grants During FY After Annual Grants Awarded	<u>Total Funds</u> - 10% of Grant Budget <u>Maximum Grant</u> - \$5,000

Description of Grant Application Procedures, Requirements & Restrictions

- During the annual budget process, the Assembly will establish the amount that will be made available for distribution as grants to Sitka registered non-profit organizations.
- Depending on level of funding available, the Assembly may choose to limit the category of grants it will approve, the total amount it will provide per award or set other restrictions or special conditions it deems appropriate.
- Advertising for nonprofit organizations grants shall begin after ratification of the next fiscal year budget.
- Complete applications must be received in the Municipal Clerk's office by the due date. The due date for annual applications is August 25, 2017 by 5:00 p.m. Applications received after the time fixed for receipt will not be considered. The due date for special emergency grants is two weeks prior to the Assembly meeting considering the application.
- All timely received and complete applications shall be reviewed and scored by the Assembly.
- Applicants must be current with all CBS liabilities when the application is filed in order for the application to be considered, including sales taxes, property taxes, utility payments, lease payments, loan payments, promissory notes, etc. To ensure compliance, applicants must complete and submit the CBS Liabilities Form with the Grant Application. This form needs to be signed off by the tax, utility and miscellaneous billing departments indicating that the applicant is current in all obligations owed CBS.
- Applications for annual grants will be considered and awarded at a special meeting of the Assembly in September. An application for a special emergency grant will be considered at the first Assembly regular meeting held two weeks after receipt of the application. Applicants will not be given the opportunity to promote their individual grant applications during the Assembly meeting. In order for an applicant to receive funding a majority of the Assembly needs to recommend some level of funding.
- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).
- Non-profit organizations that have received CBS funds as part of the General Fund Budget are ineligible to receive monies from this General Fund Non-profit Organization Grant program.
- Non-profit organizations can only receive one General Fund Non-profit Organization grant during the same fiscal year, either an annual grant or a special emergency grant.

- Grant monies not awarded or used during the fiscal year will rollover as non-profit grant funds for the next fiscal year. Any rollover monies will be counted towards the total grant funds to be appropriated for the next fiscal year toward any of the grant categories.

A Progress and Financial Report must be submitted to the Municipal Clerk's Office no later than March 1, 2018. If all grant funds have not been spent and accounted for in the March 1, 2018 report, a supplemental report must be filed by July 16, 2018. Any grant funds not spent on the request during the fiscal year shall be returned to the CBS. Failure to timely submit complete reports or refund unspent grant monies may result in the non-profit organization being ineligible in the next fiscal year for general fund grants for non-profit organizations.

Organization Name: _____

CBS Liabilities Form

- Property Tax

Hannah Nelson, Tax Accountant
747-1853

- Sales Tax

Hillary Nutting, Accounting Clerk
747-1840

- Municipal Leases

Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note

Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities

Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.