



City & Borough of Sitka  
**Municipal Clerk's Office**  
100 Lincoln Street, Sitka AK 99835  
Telephone: 907-747-1811 Fax: 907-747-4004



## Memorandum

To: Mayor and Assembly Members

From: Sara Peterson, Deputy Clerk

Date: August 20, 2013

Subject: Non-Profit Grants

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Enclosed you will find copies of the 12 requests our office received for the FY14 General Fund Grants for Non-Profit Organizations. A total of \$106,550 was requested this year. \$90,000 is available.

Discussion and award of the non-profit grants will occur at the September 10, 2013 Regular Assembly Meeting.

In your packet, there are individual scoring sheets for you to use to review and score each applicant. You will also find a summary scoring sheet with a list of the applicants in their respective category. You can transfer the individual scores to this summary sheet.

Our office will notify each of the applicants of the award date so that they can be present if so desired.

## FY'14 Non-Profit Grant Requests

	Applicant	FY14 Requests & Funds Available	FY14 Assembly Approved
	<b>Human Services</b>		
1	Brave Heart Volunteers	\$ 20,000	
2	Girl Scouts of Alaska - Sitka Service Unit	\$ 19,400	
3	Sitka Local Foods Network	\$ 5,650	
4	Southeast Alaska Independent Living	\$ 10,000	
5	Youth Advocates of Sitka Inc.	\$ 4,500	
	<b>Subtotal</b>	<b>\$ 59,550</b>	
	Funds Available FY14	\$ 50,000	
	<b>Cultural &amp; Educational Services</b>		
6	Greater Sitka Arts Council	\$ 5,000	
7	Sitka Seafood Festival	\$ 6,000	
8	Sitka Sound Science Center for Sitka Whalefest	\$ 3,500	
9	Sitka Summer Music Festival	\$ 7,500	
10	The Island Institute	\$ 5,000	
	<b>Subtotal</b>	<b>\$ 27,000</b>	
	Funds Available FY14	\$ 20,000	
	<b>Community Development</b>		
11	Sitka Fine Arts Camp - Alaska Arts Southeast Inc.	\$ 10,000	
12	Sitka Trail Works	\$ 10,000	
	<b>Subtotal</b>	<b>\$ 20,000</b>	
	Funds Available FY14	\$ 20,000	
	<b>Special Emergency</b>		
	Funds Available FY14	\$ 10,000	
	Total FY14 Funds Requested	\$ 106,550	
	Total FY14 Funds Available	\$ 90,000	
	<b>TOTAL</b>		

## FY10 thru FY13 Non-Profit Grant Requests and Approvals

Applicant	FY10 Request	FY10 Assembly Approved	FY11 Request	FY11 Assembly Approved	FY12 Request	FY12 Assembly Approved	FY13 Request	FY13 Assembly Approved
<b>Human Services</b>								
Baranof Center for Mind Body Health	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Big Brothers/Big Sisters	\$ 7,000	\$ 6,000	\$ 10,000	\$ 10,000	\$ 12,000	\$ 6,750	\$ 12,000	\$ 12,000
Brave Heart Volunteers	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 13,950	\$ 20,000	\$ 20,000
Sitka Counseling & Prevention Services	\$ 5,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ 20,000	\$ 7,464	\$ -	
Sitkans Against Family Violence	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Southeast Alaska Independent Living	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 5,000	\$ 10,000	\$ 10,000
Youth Advocates of Sitka Inc.	\$ -	\$ -	\$ 6,000	\$ 4,330	\$ 6,000	\$ 3,750	\$ 4,500	\$ -
Sitka Local Foods Network	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
Subtotal	\$ 69,500	\$ 66,500	\$ 88,500	\$ 86,830	\$ 105,500	\$ 56,914	\$ 70,500	\$ 66,000
Funds Available FY13							\$ 50,000	
<b>Cultural &amp; Educational Services</b>								
Alaska Arts Southeast (Sitka Fine Arts Camp)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,000	\$ 10,000	\$ 10,000	\$ -	\$ -
Greater Sitka Arts Council	\$ -	\$ -	\$ 7,500	\$ 3,000	\$ 4,500	\$ 3,000	\$ 4,000	\$ 4,000
Home Skillet Fest	\$ 10,000	\$ 5,000	\$ 12,000	\$ 1,000	\$ 5,000	\$ 2,600	\$ -	\$ -
The Island Institute	\$ 4,500	\$ 3,500	\$ 6,000	\$ 5,000	\$ 5,000	\$ 2,300	\$ 4,500	\$ 4,500
Sitka Farmers Market	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 766	\$ -	\$ -
Sitka Jazz Festival	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	\$ 4,000	\$ 2,300	\$ -	\$ -
Sitka Summer Music Festival	\$ 5,000	\$ 5,000	\$ 7,000	\$ 4,000	\$ 7,000	\$ 4,100	\$ 7,000	\$ 7,000
Sitka Whalefest	\$ 2,875	\$ 2,875	\$ 8,000	\$ 2,280	\$ 3,500	\$ 3,391	\$ -	\$ -
Subtotal	\$ 36,375	\$ 30,375	\$ 55,500	\$ 20,280	\$ 40,000	\$ 28,457	\$ 15,500	\$ 15,500
Funds Available FY13							\$ 20,000	
<b>Community Development</b>								
Sitka Trail Works	\$ 30,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Alaska Arts Southeast (Sitka Fine Arts Camp)	\$ -	\$ -	\$ -	\$ -	\$ 18,457	\$ 18,457	\$ -	\$ -
Sitka Community Development Corp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 368	\$ 368
Subtotal	\$ 30,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ 28,457	\$ 28,457	\$ 10,368	\$ 10,368
Funds Available FY13							\$ 20,000	
<b>TOTAL</b>	<b>\$ 135,875</b>	<b>\$ 106,875</b>	<b>\$ 174,000</b>	<b>\$ 137,110</b>	<b>\$ 173,957</b>	<b>\$ 113,828</b>	<b>\$ 96,368</b>	<b>\$ 91,868</b>

## FY14 Non-Profit Grants Scoring Sheet

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

	Description	Maximum Page Length	Total Points Possible	Score
Detailed Project Description Overview	<ul style="list-style-type: none"> <li>• Grant category</li> <li>• What will be done with the funds?</li> <li>• Who will do it?</li> <li>• Who will be served?</li> <li>• When will this service be provided?</li> </ul>	1	10	
Expected Outcome	<ul style="list-style-type: none"> <li>• Project measured for success?</li> <li>• Tangible community benefit?</li> <li>• Benchmarks?</li> </ul>	1	10	
Statement Of Need	<ul style="list-style-type: none"> <li>• Align with the funding category?</li> <li>• Documented needs addressed?</li> <li>• Does the funding from this request help leverage other funds for the project?</li> </ul>	1	10	
Organizational Capacity	<ul style="list-style-type: none"> <li>• Track record</li> <li>• Community Support</li> <li>• Board Attendance</li> <li>• List of Board Members &amp; Officers</li> </ul>	1	10	
Budget	<ul style="list-style-type: none"> <li>• Statement of assets, revenues, and expenditures for previous year.</li> <li>• Detailed budget for current year, including funds for this project.</li> <li>• Include itemized list of grants received or pending for prior and current years.</li> </ul>	1	10	
Required Documentation	<ul style="list-style-type: none"> <li>• Copy of IRS 990 form and audit, if applicable.</li> <li>• Copy of non-profit documentation (IRS 501 c3).</li> <li>• Current State of Alaska business license.</li> </ul>	N/A	10	
<b>Total Score</b>				

## NON-PROFIT GRANT SCORING SUMMARY SHEET

APPLICANT	Project Description/ Overview 10 PTS	Expected Outcome 10 PTS	Need Statement 10 PTS	Organization Capacity 10 PTS	Budget 10 PTS	Required Documentation 10 PTS	TOTAL SCORE	Award Amount
<b>HUMAN SERVICES</b>								<b>\$50,000</b>
Brave Heart Volunteers								
Girl Scouts of Alaska - Sitka Service Unit								
Sitka Local Foods Network								
Southeast Alaska Independent Living								
Youth Advocates of Sitka, Inc.								
<b>CULTURAL &amp; EDUCATIONAL</b>								<b>\$20,000</b>
Greater Sitka Arts Council								
Sitka Seafood Festival								
Sitka Sound Science Center for Sitka Whalefest								
Sitka Summer Music Festival								
The Island Institute								
<b>COMMUNITY DEVELOPMENT</b>								<b>\$20,000</b>
Sitka Fine Arts Camp - Alaska Arts Southeast Inc.								
Sitka Trail Works								
<b>SPECIAL EMERGENCY</b>								<b>\$10,000</b>
<b>Total</b>								<b>\$100,000</b>

# City and Borough of Sitka



## **GENERAL FUND GRANTS FOR NON-PROFIT ORGANIZATIONS**

### **APPLICATION MATERIALS FOR FISCAL YEAR 2014**

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

**Annual Grant Deadline – August 1, 2013 5:00 PM**

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

For further information, please contact

Sara Peterson, Deputy Municipal Clerk

City and Borough of Sitka

100 Lincoln Street

Sitka, Alaska 99835

(907) 747-1808

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[sara@cityofsitka.com](mailto:sara@cityofsitka.com)

City and Borough of Sitka  
General Fund Grants For Nonprofit Organizations

**APPLICATION CONTENT, ATTACHMENTS, & RATING SCHEDULE**

- 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?
  
- 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 help 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 (one page only) – 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 IRS 990 form and audit, if applicable
  - Copy of nonprofit documentation (IRS 501c3 designation)
  - Current State of Alaska nonprofit organization business license.

Please submit the **original** and **ten (10) copies** 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: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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  
NONPROFIT 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 nonprofit 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>
<b>Human Services</b>	Annual Grants	<u>Total Funds</u> –50% of Grant Budget <u>Maximum Grant</u> - \$20,000
<b>Cultural and Educational Services</b>	Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
<b>Community Development</b>	Annual Grants	<u>Total Funds</u> – 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
<b>Special Emergency</b>	Special Grants During FY After Annual Grants Awarded	<u>Total Funds</u> - 10% of Grant Budget <u>Maximum Grant</u> - \$10,000

## Description of Grant Application Procedures, Requirements & Restrictions

- 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 1, by 5 p.m. 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.
- Applications for annual grants will be considered and awarded at the Assembly's first regular meeting 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.
- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).
- Nonprofit organizations that have received CBS funds as part of the General Fund Budget are ineligible to receive monies from this General Fund Nonprofit Organization Grant program.
- Nonprofit organizations can only receive one General Fund Nonprofit 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 nonprofit 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 Finance Director no later than March 1<sup>st</sup> of the fiscal year. If all grant funds have not been spent and accounted for in the March 1<sup>st</sup> report, a supplemental report must be filed by July 15<sup>th</sup>. Any grant funds not spent during the fiscal year shall be returned to CBS. Failure to timely submit complete reports or refund unspent grant monies shall result in the nonprofit organization being ineligible in the next fiscal year for general fund grants for nonprofit organizations.