

The “Rest of The Story” – Non-profit Grants

- **1991** – The assembly created the Sitka Advisory Commission on Aging to promote services to senior citizens, and advise the assembly on issues, and the commission recommended its focus be enlarged to encompass community services and health needs.
- **1999** – the Assembly approved Resolution 99-756 renaming the Sitka Advisory Commission on Aging to the Sitka Advisory Commission on Health Needs and Community Services.
- **2000** – Resolution 00-772 was approved which increased the membership from 7 to 9, and required 3 members to be 65 years of age.
- **2003** – The commission recommended deleting the age requirement, which resulted in Resolution 2004-03, which passed.
- **June 2004** – At a work session between the assembly and commission, the assembly was informed they have voted and desired to change the membership back to 7, which passed by resolution.
- **June 24, 2004** – A special assembly meeting was held to review and approve grant applications from the general fund for public institutions and non-profit organizations. A representative from each grant application could speak for up to 5 minutes to the importance of their need. A roll-call vote was taken on each organization to allocate funding. It was requested that toward end of next fiscal year to award surplus funds to any that did not receive requested funding tonight.
- **May 10, 2005** – Assembly meeting, Item O: Non-profit grant applications. All agreed to hold a special meeting at 5:30 PM on May 24, prior to the Regular Assembly meeting. Bailey asked if everyone could come with their own priorities.
- **April 18, 2006** – Memo from John Stein re: FY07 Community Grants Process. The Health Needs Community Service Commission has postponed until FY08 its proposal to help manage the community grants process. A uniform application process was desired to standardize the information to Assembly, based on a consistent set of facts. Rasmuson forms used for formatting but made it a “Sitka Example.”
- **November 2006**, the Commission on Health Needs and Human Services began to evaluate past community grantmaking activity. They held two community meetings to gather input, reviewed data regarding community needs, and based on this, and developed a set of recommendations for the Assembly. The Assembly did not officially act on most of these, but they passed a resolution asking the commission to use the newly created Request for Proposals applications form and process. They also asked the Grant Reform Sub Committee of the Commission to implement the process and take responsibility for issuing the RFP, reviewing applications and preparing funding recommendations for the Assembly. *(From September 3, 2007 – Memo from Claire Bishop to Grant Reform Subcommittee, Commission, and Administrator)*
- **February 21, 2007** – There is an Executive Summary of the Commission’s Report to Assembly for a re-designed grants process. Find this at the supporting documents from the 3/13/07 meeting. The last recommendation suggests a “Sitka Community Foundation could become the future apparatus through which the city accomplishes its community grantmaking.”
- **FY07** - \$112,000 available

- **March 13, 2007** –Assembly meeting, Item J: Res. 2007-05, motion to approve adopting the report and recommendation of Health Needs and Community Services Commission regarding allocation of grant funding. Rasmuson fund was interested in helping with the process. Passing this means accepting the written report. There were concerns, and motion failed. The process needs to be developed and approved by the Assembly. There was a desire to include economic development and address all non-profit categories. Whether to give Health Needs Commission authority to go out and do this will be addressed at the next meeting.
- **March 21, 2007** – Memo from Mayor that a work session was requested with Assembly to talk about the grant process with the commission.
- **March 27, 2007** – Assembly meeting, item H: Grant Process Non-Profits. The assembly clarified they cannot assign % of money before the final budget process. A motion was made to direct Health Needs and Community Services to establish its own process for application for municipal grants, accept applications, evaluate/make recommendations on % of funds to award. Motion failed. A work session will be held before April 10.
- **May 16, 2007** – Memo from Administrator Rasmuson Foundation offered 50/50 match to bring Clarie Bishop to sitka to assist the commission to set-up procedures and train commissioners to review the community grant applications received.
- **May 22, 2007** – Assembly meeting, Item I: Motion made to approve \$3000 for a Rasmuson match for training to Commission on non-profit grant allocations.
- **Spring 2007** – The new grants process was implemented, and recommendations were accepted by Assembly and grants awarded mid-June 2007. (Note: Claire Bishop “The Giving Practice” stated the volunteer effort was staffed by her with financial support from the Rasmuson Foundation and CBS.)
- **April 10, 2007** – Assembly meeting, Item K: Motion passed to request the Health Needs and Community Services Commission post/distribute RFP and applications with modifications as needed, review the applications, and develop funding recommendations for the assembly.
- **June 6, 2007** – Memo from Administrator to Assembly says the Health Needs and Community Services Commission developed the non-profit application procedure, advertised, received applications and determined responsiveness, ranked applications based on a scoring rubric, and made funding recommendations limited to the \$112,000 budget.
- **June 12, 2007** – Assembly meeting, Item O: Motion to adopt the [Health Needs and Community Services Commission’s FY08 Community Grant Program recommendations dated June 4, 2007](#). Motion passed.
- **May 7, 2008** – Administrator asked the clerk to find out if the Long Range Planning and Economic Development Commission would be willing to score and make recommendations on the non-profit grant applications to the Assembly. Last year the Health Needs Commission took it on, but this year they are short members.
- **June 18, 2008** – Assembly meeting was had to approve non-profit grant applications. Minutes show applicants expressing funding needs individually at this meeting. Motions were made on amounts for each.
- **FY09** - \$92,500 was budget amount (in meeting minutes from June 18, 2008).

- **April 2, 2009** – Clerk recommended the Advisory Commission on Health Needs be de-activated, and it could be reinstated at a future date should the need arise.
- **April 14, 2009** – Assembly meeting, Item F: Motion passed to deactivate the Advisory Commission on Health Needs and Community Services effective immediately.
- **July 14, 2009** – Assembly meeting discussion was on non-profit allocations. Supporting documents include the Health Needs Commission recommendations (April 3, 2007). Minutes show there was a discussion on how to handle non-profits, and the mayor wanted to co-sponsor this for a motion on how to handle at the next meeting. One member wanted allocations to be decided by the Long Range Planning and Economic Development Commission. Another idea is to categorize funding and keep it simple. There was disagreement about whether this should be the responsibility of the Long Range Planning Commission. The mayor wanted a policy addressing grant allocation for long-term consistency. For this cycle, there was support to hand it off to staff.
- **FY10** - \$158,000 available.
- **August 11, 2009** – Assembly meeting, Item N: Applicants spoke to non-profit grant requests and Assembly granted awards.
- **May 25, 2010** – Assembly meeting, Item K: A scoring ratio was made for categories, by a 5-member review committee (Administrator, 2 members of the Long Range Planning and Economic Development Commission, 2 members at-large to be determined by the dedicated seats). Review committee will make recommendations to Assembly, and the Assembly will approve in full or remand the entire list of recommendations back to the review committee for reconsideration. Grant progress reports will be required of the applicants once a year, which will be reported to Assembly.
- **August 17, 2010** – The review committee memo indicates the grant application process (advertising, applications received, scored, and funding allocation).
- **August 24, 2010** – Assembly meeting, Item K: Approved the FY11 non-profit grant allocation amounts as recommended by the review committee.
- **FY11** - \$170,000 available
- **February 22, 2011** – Assembly meeting, Item I: A motion was made to prepare an ordinance that if passed would amend Sitka Long Range Planning Commission duties, to include “review non-profit organizations grant applications and make recommendations to the Assembly regarding the non-profit organizations grant application process.” Ord. 2011-05 determined Long Range Planning and Economic Development Commission was no longer needed. This passed, and reconsideration failed.
- **June 14, 2011** – Assembly meeting, Item S: Discussion to adopt procedures and application packet to be used for grant funding of nonprofit organizations by CBS general fund. This motion will decrease the cut by approx. \$100,000. Motion was made to postpone this, and a small committee to be formed with 3 members to review and make recommendations at the next meeting. A problem was noted with the growing list of non-profits applying for funding.
- **June 28, 2011** – Assembly meeting, Item O: Motion to adopt procedures and application packet to be used for grant funding of nonprofit organizations by the CBS general fund. Motion passed. Action details: “We will find out if it is flawed when we implement it.”

- **September 1, 2011** – Assembly meeting, Items A, B, C: Discussed and awarded non-profits by categories of Community Development, Cultural & Educational, and Human Services.
- **FY12** - \$50,000 available with adoption of a new packet application process 6/28/11.
- **FY12** onward this has remained at \$50,000
- **August 30, 2012** – Special Meeting: FY13 non-profit grant requests & awards were discussed. Christianson moved to pool all available grant funds and fund all FY13 non-profit grant requests, leaving the remainder for the Special Emergency Fund. Hackett amended this to transfer grant funds of \$4,500 from Youth Advocates into the emergency fund, and this passed.
- **May 14, 2013** – Assembly meeting, Item D: Amended SGC to establish a Health Needs and Human Services Commission and guidelines. (This is the “non-profit” text below)

C. The commission will coordinate with local entities such as the Sitka Tribe of Alaska, Sitka Community Hospital, SEARHC as well as applicable non-profits and local businesses providing health/human services to identify human service needs as well as to best streamline the collection and consolidation of vital and current information on human service needs.