

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 (e.g., 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 non-profit documentation such as IRS 501c3 designation.
 - Current State of Alaska nonprofit organization business license.
 - CBS Liabilities Form.

Please submit your completed application, including summary sheet and required documentation by email to clerk@cityofsitka.org. Type the application using size 10-12 font. Submit only materials requested.

Brian Schoenfelder

From: Clerk
Sent: Wednesday, July 23, 2025 2:51 PM
To: Brian Schoenfelder
Subject: FW: Application for Non-Profit Grant
Attachments: Final - Project overview.pdf; Final - Budget 2025.pdf; Final - FY26 Grant app.pdf; irs tax exemption letter determination.pdf; Business License.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Here's our first non-profit app we can work on at some point!

From: Joel Warner [REDACTED]
Sent: Wednesday, July 23, 2025 12:59 PM
To: Clerk <clerk@cityofsitka.org>
Subject: Application for Non-Profit Grant

You don't often get email from [REDACTED] [Learn why this is important](#)

Here is our application requesting a Human Services grant to help cover the cost of utilities for our non-profit daycare.

We have given the Liabilities Form to Chelsey Dumag, who said that she would obtain the remaining signature(person was in a meeting), and then run it over to you.

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Thanks!

Joel Warner
Administrator



City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Little Blessings inc.

Alaska State Business License Number (if applicable): 2165095

Name of Contact Person: Joel Warner

Phone: [REDACTED] Email: [REDACTED]

Mailing address: [REDACTED]

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 or
 - ☐ Community Development
 - ☐ Special Emergency Grant

Dollars Requested: \$10,000

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: Little Blessings Childcare is requesting a grant to help cover the cost of utilities— our second-highest operational expense after staffing. These essential funds will directly support our ability to maintain a safe, warm, and nurturing environment for the children served throughout the year.

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

Name: _____

Title: Administrator, President of the Board Date: _____

Project Description:
Little Blessings Childcare

Utility Support for Year-Round Daycare Services

Category: Annual - Human Services
Sitka, Alaska

Little Blessings Childcare is requesting funding through the CBS General Fund Grant to help cover the cost of utilities—our second-highest operational expense after staffing. These essential funds will directly support our ability to maintain a safe, warm, and nurturing environment for the children we serve throughout the year. Utilities include electricity, heating oil, water, and waste services, which are especially critical in Sitka's climate and essential for meeting licensing and health standards.

The funds will be used exclusively to pay utility bills that support our full-day, year-round childcare program. By alleviating this financial burden, we can continue to allocate other resources toward quality programming, nutritious snacks, and staff development without increasing tuition for families already facing financial stress.

Little Blessings Childcare is a licensed provider committed to offering reliable and affordable daycare services to families in Sitka, with a strong focus on serving low-income and Alaska Native households. Our mission is to reduce the economic barriers to high-quality early childhood care, which is essential for working parents and the long-term well-being of Sitka's children.

Our services are provided 12 months a year, supporting children from infancy through school age with structured care, early learning, and developmental support. We operate Monday through Friday, providing dependable, year-round support to families that need stable childcare to maintain employment and household stability.

This will be the first time our agency has applied for or received a CBS General Fund Grant. We are deeply committed to the community of Sitka and see this opportunity as a vital partnership to ensure that working families—especially those most in need—continue to have access to affordable, high-quality childcare.

Expected Outcomes of Utility Support Grant – Little Blessings Childcare – Sitka, Alaska

1. Financial Stability & Sustainability

- Covering utility expenses—our second-highest cost after staffing—will stabilize our operating budget and close funding gaps.
- Enables us to buckle down on core services without diverting tuition dollars or sacrificing program quality.
- With this relief, financial strain will be reduced, and threat of permanent closure is avoided for another year.

2. Expanded Access for Vulnerable Families

- Lower organizational costs mean we can maintain or potentially **increase enrollment of low-income and Native households** without raising tuition.
- This directly addresses Sitka’s critical childcare shortage: only ~14 % of infants and toddlers can access licensed care locally.¹

3. Improved Staff Retention & Program Continuity

- Relieved from utility pressure, we can shift funds toward **staff retention strategies** (e.g. merit bonuses, training).
- In a statewide context where nearly 50% annual turnover in employment is common², this grant underpins our ability to offer stable, consistent care.

4. Community Economic Benefits

- Reliable childcare allows parents, especially mothers and minority parents, to **fully participate in the workforce**.
- This aligns with statewide findings—Alaska loses an estimated \$165 million/year in productivity due to childcare gaps.

5. License Compliance & Safe Environment

- Ensuring timely payment of heat, electricity, and water is vital for health & safety and for staying compliant with licensing standards in Sitka’s demanding climate.

6. Year-Round Continuity of Services

- Funds applied continuously throughout the year ensure uninterrupted year-round operations.
- This consistency supports family stability and strengthens our reputation as a dependable community resource.

7. Foundation for Future Growth & Funding

- Demonstrated responsible use of grant funds and improved outcomes will position us as a strong contender for future grants—especially as Sitka remains a childcare desert³.
- Successful management creates an opportunity to leverage additional state and federal supports aimed at expanding childcare access across Alaska.

Sources:

1. <https://www.adn.com/politics/alaska-legislature/2023/02/19/alaska-child-care-crisis-more-acute-than-ever-legislators-hear/>
2. <https://www.adn.com/alaska-news/2023/06/29/new-state-child-care-task-force-faces-bleak-reality-of-alaskas-system/>
3. <https://www.adn.com/alaska-news/education/2024/06/16/parents-with-kids-enrolled-in-anchorage-childcare-are-being-turned-away-because-theres-not-enough-staff/>

Statement of Need – Little Blessings Childcare

Human Services Grant – Sitka, Alaska

Little Blessings Childcare is seeking funding under the Human Services category to help cover critical utility expenses, ensuring uninterrupted access to safe, affordable, and licensed childcare services in Sitka. Our project directly aligns with the Human Services mission by meeting a basic and ongoing need for families: consistent, affordable childcare that enables parental employment, supports child development, and strengthens overall family well-being.

Sitka, like much of Alaska, is facing a well-documented childcare crisis. According to the McDowell Group's 2020 Childcare Needs Assessment and the Sitka Comprehensive Plan, there is a serious shortage of licensed providers, and care is often inaccessible due to high cost or lack of availability. These challenges disproportionately affect low-income and Alaska Native families—core populations we serve. The 2023 Alaska Youth Risk Behavior Survey also highlights the importance of early childhood environments in shaping long-term behavioral and emotional health, emphasizing the need for safe, supportive, and structured care during a child's early years.

The high cost of utilities in Sitka is a major operational barrier for providers like us. Without assistance, these fixed expenses limit our ability to keep rates affordable, expand access, or even keep the doors open. By funding our utility costs, this grant helps ensure our program remains viable year-round and accessible to families most in need—delivering direct, tangible support in the Human Services arena.

This project does not leverage other funds. We are a small, community-based provider with limited outside funding streams. This grant would play a standalone but critical role in helping us continue to meet one of Sitka's most urgent human service needs: safe, reliable, and affordable childcare for working families.

Organizational Capacity – Little Blessings Childcare

Human Services Grant – Sitka, Alaska

Little Blessings Childcare has the organizational capacity, fiscal responsibility, and community support to effectively manage and implement the proposed project. As a licensed provider, we have successfully navigated state regulations, maintained operational compliance, and provided consistent, full-time care to families in Sitka.

Track Record:

We have a proven ability to responsibly manage grant funds. In 2024, Little Blessings was awarded a **\$14,000 American Rescue Plan (ARP) Act Child Care Stabilization Grant**, issued by the **Sitka Tribe of Alaska**. Approximately \$9,000 of that funding was applied toward utility expenses—demonstrating both the clear need for this support and our fiscal accountability in using it to maintain service continuity. We fulfilled all reporting requirements associated with the grant and maintained full program operations throughout the award period.

Community Support:

Little Blessings operates with strong local support and collaboration. The **Sitka Early Childhood Coalition** has publicly expressed the urgent need for expanded childcare access and affordability in the community, and is in favor of increased funding and structural support for providers like ours. Our mission to serve low-income and Alaska Native families aligns closely with these goals.

Board Engagement & Oversight:

Our board of directors is actively engaged in guiding the organization's strategic direction and financial oversight. Board meetings are held regularly with consistent attendance and participation from all members. The board regularly reviews operational performance, staffing, and budgeting to ensure accountability and alignment with our mission.

Current Board Members and Officers:

- **President:** Joel Warner
- **Vice President and Treasurer:** Jeanette Warner
- **Secretary:** Charlene Griffith

Together, our board and leadership team bring experience in early childhood education, administration, and community advocacy. We are well-positioned to use this grant responsibly and effectively to meet the pressing childcare needs of Sitka families.

Little Blessings Childcare – Budget Copy for Grant Application

Nonprofit Daycare in Sitka, Alaska | Human Services Category

Statement of Assets, Revenues, and Expenditures – FY 2024 (Previous Year)

Assets (as of Dec. 31, 2024):

- Cash on Hand: \$11,006.35
 - Furniture & Equipment: \$1,000
 - Remaining Grant Funds: \$0
 - Accounts Receivable (tuition): \$0
- Total Assets: \$12,006.35**

Liabilities (2024):

- \$10,000 Loan
- Total Liabilities: \$10,000**

Revenues (2024):

- Tuition Income: \$26,746.93
- Donations: \$0
- Grant (ARPA Child Care Stabilization Grant – Sitka Tribe): \$14,000
 - Of which \$9,468.26 was used for utility subsidy (see below)

Total Revenues: \$40,746.93

Expenditures (2024):

- Payroll & Benefits: \$21,000
- Utilities (electricity, heat, water, phone): \$9,468.26
 - \$5,000 Electric, Water, Trash
 - \$2120 Fuel Oil (Heating)
 - \$2348.26 GCI (Telephone)
- Supplies & Equipment(ARPA Grant): \$4,531.74
- Other (Insurance, Licensing, CapEx, Operating Expenses): \$4808.67

Total Expenditures: \$39,808.67

Net (positive): \$938.26

Detailed Budget – FY 2025 (Current Year)

Projected Revenues (2025):

- Tuition Income: \$48,000
 - Donations: \$2,000
 - *Pending Grant (this request – CBS Human Services): \$10,000*
- Total Projected Revenues: \$60,000**

Projected Expenditures (2025):

- **Payroll & Benefits: \$36,000**
- **Utilities (Grant Request): \$10,000**
- Insurance & Licensing: \$1,000
- Supplies & Equipment: \$10,000
- Loan Repayment (startup loan): \$10,000
- Training & Compliance: \$1000

Total Projected Expenditures: \$68,000

Projected Net: -\$8000 *(to be adjusted through additional fundraising or donation appeals)*

Itemized List of Grants – Prior and Current Years

Year	Grant Name	Amount	Source	Status	Purpose
2024	ARP Child Care Stabilization Grant	\$14,000	Sitka Tribe of Alaska	Awarded	Stabilization; \$9,468.26 to utilities
2025	CBS Human Services General Fund (this request)	\$10,000	City & Borough of Sitka (CBS)	Pending	Utility support for operations

Note: Little Blessings does not currently receive or anticipate matching funds for this project. This grant represents a standalone but essential source of support to continue operations and serve low-income families in Sitka.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

LITTLE BLESSINGS INC
[REDACTED]

Date:
11/08/2022
Employer ID number:
[REDACTED]
Person to contact:
Name: Customer Service
ID number: [REDACTED]
Telephone: [REDACTED]
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
September 8, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
[REDACTED]

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

Little Blessings Inc.



owned by

Little Blessings Inc.

is licensed by the department to conduct business for the period

October 6, 2023 to December 31, 2025
for the following line(s) of business:

62 - Health Care and Social Assistance

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



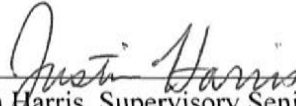
General Fund Grants for Non-Profit Organizations for Fiscal Year 2026

CBS Liabilities Form

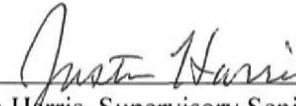
Complete and submit this form with your Non-Profit Grant Application.

Organization Name: Sitka Maritime Heritage Society

- Property Tax


Justin Harris, Supervisory Senior Accountant
747-1853

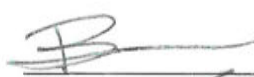
- Sales Tax


Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases


Tori Fleming, Procurement Specialist
747-1845

- Loan/Promissory Note


Amanda Diehl, Controller 747-1801
 Brooke Volschenk, Finance Director

- Utilities


Chelsey Dumag, Utility/Harbor Billing Clerk
747-1843

CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.