

Discussion/Direction

Non-Profit Grant Application Allocation Process





City & Borough of Sitka

Administration Office

100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1808 Fax: 907-747-7403



Memorandum

September 15, 2014

To: Assembly Members

From: Mark Gorman, Municipal Administrator

Subject: **Non-Profit Grant Application Process FY 2016**

I would like to propose a framework for the Assembly's non-profit granting process. This is a revision from the one outlined in the email I sent you on September 10. This incorporates suggestions received from several Assembly members.

Public Participation:

I recommend that applicants not be given the opportunity to promote their individual grant applications during this process. I believe this puts Assembly members in difficult positions as they hear compelling stories of need. Further, it reduces their ability to objectively rank and fund the applicants. There is only one professional grant review body Sitka Charitable Legacy that offers applicants an open mic to promote their grants. This process however is not the norm and each of the applicants is fully aware of this as they all have submitted numerous grants. Their opportunity to present their strong case is in their application. Moreover, the application is the best instrument by which the Assembly members can evaluate the proposal's merit. That being said, it may be appropriate for the Mayor read the brief grant description on each applicant.

To the extent that an Assembly member does not have any questions for the applicant allocations should be turned in to the Municipal Clerk's office the day before the meeting so that the fund amounts can be placed into a spread sheet and divided by the applicable number of members - at least four. If Assembly members do have any specific questions about the application, the applicant will be invited to speak to the issue and should only respond to the questions and not use it as a platform to promote their application.

Fund Distribution:

I recommend that for an applicant to receive funding a majority of the Assembly has to recommend some level of funding. I recommend this for two reasons: 1) this is how the Assembly functions for all of its other funding allocations, and 2) If an applicant receives less than four Assembly allocations, as a result of the averaging, the amount that they receive is significantly reduced from their request and puts in to doubt whether there is adequate funding to achieve the objectives stated in the application.

For the Assembly member(s) that has allocated funds to an applicant that gets less than a majority, the member is then allowed to redistribute that allocation to other applicants within that category during the meeting. This approach allows all Assembly members to fully exercise their allocation. The reallocation should not result in any applicant receiving more funding than they have requested in the application.

If the Assembly so directs, these proposed changes will be incorporated in to the FY 2016 application process and delineated in the application so that applicants are aware of the process.