

POSSIBLE MOTION

I move to adopt the procedures and application packet to be used for grant funding of non-profit organizations through general funds annually allocated for this purpose by City and Borough of Sitka.

City and Borough of Sitka



GENERAL FUND GRANTS FOR NONPROFIT ORGANIZATIONS

APPLICATION MATERIALS FOR FISCAL YEAR 2012

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

Annual Grant Deadline – August 1, 2011 5:00 p.m.

**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
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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 points - 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 points - 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 points - 10**
 - How does this project align with the grant 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 points - 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 points - 10**
 - Statement of assets, revenues, and expenditures for previous year.
 - Detailed budget for current year (FY 2012), including funds for this project.
 - Include itemized list of grants received or pending for prior and current years.

- ☐ **Required Documentation**
 - Copy of IRS 990 Form and audit, if applicable
 - Copy of nonprofit documentation (IRC §501(c)(3) 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 materials requested.

CITY AND BOROUGH OF SITKA

GENERAL FUND GRANTS FOR NONPROFIT ORGANIZATIONS

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 Match Dollars: _____

Brief Description of the Purpose of the Grant: _____

I, _____, certify that all information provided regarding 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>
Human Services	Annual Grants	<u>Total Funds</u> –40% of Gant Budget <u>Maximum Grant</u> - \$20,000
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> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000

Description of Grant Application Procedures, Requirements & Restrictions

- Advertising for nonprofit organizations grants shall begin 7 days 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 1st of the fiscal year. If all grant funds have not been spent and accounted for in the March 1st report, a supplemental report must be filed by July 15th. 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.