

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET

Name of Organization: The Greater Sitka Chamber of Commerce

Alaska State Business License Number (if applicable):

Name of Contact Person: Rachel Roy

Phone: 907 747-8604 Email: director@sitkachamber.com

Mailing address: 104 Lake St., Sitka, AK 99835

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 ** per email 8/28/23 attached.*
- Special Emergency Grant

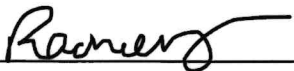
Dollars Requested: \$5,000.00

Match Dollars Committed: \$5,000.00 Percentage: 100%

Sources of Matched Dollars: Sitka Chamber funds, business support, and sponsorships

Brief Description of the Purpose of the Grant: This grant will support Sitka Chamber's new program Sitka's Emerging Leaders. The program promotes career development and professional networks for young professionals in the Sitka community.

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

Name: 

Title: Executive Director Date: 8/18/23

Holley Dennison

From: Chase Coleman <membership@sitkachamber.com>
Sent: Monday, August 28, 2023 11:46 AM
To: Holley Dennison
Cc: Rachel Roy
Subject: Re: Application for Annual General Fund Grants for Non-Profit Organizations

You don't often get email from membership@sitkachamber.com. [Learn why this is important](#)

Hi Holley,

Thank you for the clarification! We'd like to submit our application under the **Community Development** category.

Let me know if you need anything else from us - thanks!
Chase

On Fri, Aug 25, 2023 at 4:26 PM Holley Dennison <holley.dennison@cityofsitka.org> wrote:

Hello Chase,

In reviewing the Greater Sitka Chamber of Commerce non-profit grant application, both "Cultural and Education Services" and "Community Development" were selected. The directions on the summary sheet need to be clearer as it does say to check "type of services" which implies more than one, and I will make that change for next year, I apologize for the confusion. The instructions note on the application to only chose one category please for the annual grant. If you would please select just one category and email me a written response that will work great.

I apologize for the confusion and thank you for your help!

~Holley

From: Chase Coleman <membership@sitkachamber.com>
Sent: Friday, August 18, 2023 4:17 PM
To: Holley Dennison <holley.dennison@cityofsitka.org>
Cc: Rachel Roy <director@sitkachamber.com>
Subject: Application for Annual General Fund Grants for Non-Profit Organizations

Hi Holley,

General Fund Grants for Non-profit Organizations
Grant Category: Community Development Annual Grant
Applicant: Greater Sitka Chamber of Commerce
Grant request amount: \$5,000



Detailed Project Description Overview – 10 points

Sitka's Emerging Leaders

The Greater Sitka Chamber of Commerce (known further as the Sitka Chamber) recently established a professional development program, Sitka's Emerging Leaders, targeted at Sitka's workforce ages 21-40. The purpose of Sitka's Emerging Leaders is to promote career development and professional networks for young professionals in the Sitka community. The program began in the summer of 2023 and includes reoccurring monthly meetings, trainings, and networking events. Each event is centered around a specific topic such as retirement planning, marketing your company on social media, leadership and management, public speaking, and more.

This is the first time that Sitka Chamber has applied for a CBS General Fund Grant for this program. Once awarded, funds from this grant would be used to support Sitka's Emerging Leaders' trainings, meetings, and events during Fall '23 and Winter '24. Additionally, the funding will go toward hosting subject matter experts and respected figures in the professional community to speak to and teach Sitka's young professionals. Funds will also be used to provide young professionals with valuable experiences and assets, such as group outings, career-building workshops, professional headshots, and other career-oriented resources.

Overall, the program is designed to create a safe and comfortable environment for young professionals in Sitka to connect and be given the tools to grow. Young professionals in Sitka who are interested in exploring career development opportunities, entrepreneurship, and expanding their professional network. The program is promoted on all Sitka Chamber channels, including websites, weekly email newsletters, with local media, and social media. The City of Sitka's support will be included in these messages and in printed program collateral.

Expected Outcomes – 10 points

The success of Sitka's Emerging Leaders will be measured by consistency, participation, and feedback. Sitka's Emerging Leaders' goal is to provide opportunities for young professionals in Sitka to grow and expand their connections throughout the year. Successful program implementation means hosting a Monthly Meet-ups, trainings and other gatherings each month to foster connection and community within the group. Successful participation for this program

means retaining current attendees and continuing to grow the group over time. Sitka's Emerging Leaders tracks attendance and encourages attendees to spread the word about the program.

Successful feedback for this program means that the people who participate feel they are benefiting by doing so. Sitka's Emerging Leaders distributes surveys at each meeting to ensure our events are relevant and useful. The survey responses provide us with direct input on how to improve future events.

Sitka's Emerging Leaders supports local businesses and organizations as it creates a platform for employers to encourage current employees to enhance their skills and in-turn, enhance the viability and success of those said businesses. Key indicators that tell us that Sitka's Emerging Leaders are moving in the right direction are consistent attendance, guest speaking opportunities, and the total number of meetings.

The program has already seen some great success in its first two months. In June, Sitka's Emerging Leaders had 40 young professionals in attendance, and 25 at its July meeting. We aim for a 75% retention rate for our average attendance at each meeting and even during summer, we have seen this goal met and anticipate this to continue as schedules ease in the fall and winter months.

Hosting a guest speaker, with a focus on career development, during each Monthly Meet-up is a top priority for Sitka's Emerging Leaders. Whether it's a young professional in the community with an important topic, or someone from the region with a unique career story to share. We strive to provide as many opportunities for young professionals to meet and develop as possible and aim to host one meeting each month, along with two separate events or group outings each quarter.

Statement of Need – 10 points

Sitka's Emerging Leaders aligns with both Cultural and Educational Services and Community Development as it seeks to educate and build community within Sitka's workforce. Roughly one-third of Sitka's total population falls between the ages of 18-40 and this is the most active age group in the job market. Sitka's Emerging Leaders prioritizes this age group's career development and synchronously supports Sitka's workforce development.

The Sitka Chamber understands that an overarching goal of the City & Borough of Sitka's [2030 Comprehensive Plan](#) is to "promote the community vision of a small town atmosphere, with a high quality of life and sustained economic opportunity". In the plan, Developing Sitka's Workforce is listed as an economic chapter objective to accomplish that goal. Further, promoting innovation, entrepreneurship, and partnerships are highlighted as ways to develop Sitka's workforce. Sitka Chamber and its Sitka's Emerging Leaders program can help the City

towards its goal and the community's need to develop their workforce and improve its economic health.

The State of Alaska has a well-documented concern with the working-age population decline. According to the Alaska Department of Labor and Workforce Development, the size of Alaska's working-age population has been in decline for the last nine years. Sitka Economic Development Association's The State of Sitka's Economy report dated April 20, 2023 states that Sitka has seen a 7% decline in overall population, and specifically a 13% drop in working-age population (20-64) since 2013. This data, collected by McKinley Research Group (formerly McDowell) demonstrates the increased need to retain and attract working-age individuals in our community to sustain the future of our workforce. One approach that can be taken is to invest in young professionals and support their development in order to engage them in the professional arena of our community.

Partnerships with UAS-Sitka, businesses such as Aspen Suites Hotel Sitka, and organizations such as Sitka Trail Works enhance and sustain the program. Sitka's Emerging Leaders offers sponsorship opportunities for the business community in Sitka and encourage employers to compensate their employees when they attend. Businesses and organizations can sponsor the program on an annual basis or sponsor individual meetings and events. Grant funds will be used alongside program sponsors and partners. This all helps fund program administration and support, trainer stipends, and cover logistical costs associated with workshops and gatherings.

Organizational Capacity – 10 points

The Greater Sitka Chamber of Commerce (Sitka Chamber) was founded in 1903 and continues today with its mission as a voluntary organization of business and community leaders who promote, support, and facilitate commerce and economic growth in our great community. The Sitka Chamber is a nonprofit 501(c)6 organization representing 260+ businesses and non-profit organizations. It is managed by a volunteer board of nine local business and community leaders serving the rural community of Sitka and surrounding Baranof Island.

The Sitka Chamber is fortunate to have a large and active community network and has seen great support since launching Sitka's Emerging Leaders in June 2023. As mentioned in the Expected Outcomes section, the program has had 40 young professionals join the group, with many of those interested in greater roles within the program. Additionally, the business community has been very receptive of the program with many of them seeking involvement and ways to support.

The Board of Directors is the governing and policy-making body of the Greater Sitka Chamber of Commerce. It authorizes the program of work, approves the budget, controls its property, receives, and acts on committee and staff recommendations and directs the general operations

of the Sitka Chamber. The Board members serve two-year terms and meet quarterly in addition to an annual retreat to set priorities for the following year. The dedication of Chamber staff and funds towards Sitka's Emerging Leaders was the result of the board retreat this spring.

Board members include:

Paul Kraft, President

Holly Reeder, Vice-President

Christine McGraw, Secretary

Tamara Nedens, Treasurer

Sara Hadad-Dembs

Tim Fulton

Loren Olsen

Michael Jones

Noah Rogers

The Sitka Chamber has a long-standing relationship with the City and Borough of Sitka providing its convention and visitors services by contract since 2015. In addition, the Sitka Chamber has received and successfully completed several grants in recent years including the Alaska Chamber and DHSS Vaccine Incentive Grant, COVID-Safe Travel Grant and Local Alaska Grant Support Program.

Sitka's businesses and organizations are overwhelmingly supportive of the program. August's Meet-up is hosted by Sitka Trail Works and will have the topic of nonprofit leadership and a group hike will follow. September is an exciting month for Sitka's Emerging Leaders with many industry partners in town. The program will partner with Holland America to host a Monthly Meet-up and tour onboard one of their cruise ships. Additionally, Sitka will be hosting Southeast Conference, and in partnership with the conference we'll be offering free registration to a select group of young professionals giving them the opportunity to learn and connect with leaders from the top economic sectors of our region.

Budget – 10 points

The programmatic budget for Sitka's Emerging Leaders is detailed below. The program kicked off in the Summer of 2023 and will continue to be developed over the fall and winter months. The Sitka Chamber utilizes Foraker for its bookkeeping and the 2022 Statement of Financial Position and end of year financial statements for the Chamber are provided following the narrative. The program has a revenue goal of \$10,000 with revenues from the Sitka Chamber, sponsorships, and grants as applicable over the course of the year. Expenses include personnel, event related costs, speaker fees and promotion of events.

The itemized budget is on the following page.

| Category | Workforce Development Sitka's Emerging Leaders |
|---------------------------|---|
| Revenue | Amount |
| Chamber Support | \$2,500 |
| Sponsorships | \$2,500 |
| Grants | \$5,000 |
| Total Revenue | \$10,000 |
| Expenses | Amount |
| Labor | \$4,500 |
| Sitka Chamber staff | \$4,500 |
| Contractual | \$5,200 |
| Catering | \$1,500 |
| Advertising | \$500 |
| Contracted Services | \$2,000 |
| Space Rental | \$1,200 |
| Supplies/Materials | \$300 |
| Printing & copying | \$200 |
| Decorations | \$100 |
| Total Expenses | \$10,000 |

Required Documentation – 10 points

The following required documentation has been attached in the pages to follow.

Copy of nonprofit documentation such as IRS 501(c)3 designation.

Determination Letter from IRS dated April 9, 2011

Current State of Alaska nonprofit organization business license

Alaska Business License [REDACTED]

CBS Liabilities Form

Signed Liabilities Form dated August 17, 2023

Greater Sitka Chamber of Commerce & Visit Sitka
Comparative Statement of Financial Position
As of December 31, 2022

| | December 31, 2022 | Un-Audited December 31, 2021 |
|---|-------------------|---------------------------------|
| ASSETS | | |
| Current Assets | | |
| Unrestricted cash & equivalents | 370,156 | 356,660 |
| Total Cash & Equivalents | 370,156 | 356,660 |
| Accounts receivable | 5,173 | 21,261 |
| Prepaid Expenses | 14,231 | 8,336 |
| Total Current Assets | 389,560 | 386,257 |
| Non-current Assets | | |
| Security Deposit | 2,500 | 2,500 |
| ROU Asset - Operating Lease | 74,263 | - |
| Total Non-Current Assets | 76,763 | 2,500 |
| TOTAL ASSETS | 466,323 | 388,757 |
| LIABILITIES | | |
| Current Liabilities | | |
| Accounts payable | 10,290 | 13,341 |
| Unearned revenue | 28,728 | 33,903 |
| Payroll liabilities | 13,441 | 5,949 |
| ROU Operating Lease Liab ST | 34,501 | - |
| Total Current Liabilities | 86,960 | 53,193 |
| Long Term Liabilities | | |
| ROU Operating Lease Liab LT | 40,484 | - |
| Total Long Term Liabilities | 40,484 | - |
| TOTAL LIABILITIES | 127,444 | 53,193 |
| Current Ratio ¹ | 4.48 to 1 | 7.26 to 1 |
| NET ASSETS | | |
| Without Donor Restrictions | 338,879 | 335,564 |
| Total Net Assets | 338,879 | 335,564 |
| TOTAL LIABILITIES & NET ASSETS | 466,323 | 388,757 |

| |
|--|
| ¹ The current ratio is indicative of an organization's liquidity. 4.48 is a fair current ratio. |
|--|

Greater Sitka Chamber of Commerce
Statement of Activities Budget vs. Actual
 January through December 2022

| Sitka Chamber | | | | |
|--------------------------------|-------------------|-------------------|---------------------------|----------------|
| | Jan - Dec 2022 | Budget | \$ Over (Under) Budget | % of Budget |
| Operating Revenue | | | | |
| Auction Revenue | 10,550.00 | 10,000.00 | 550.00 | 105.5% |
| Sponsorship | 30,000.00 | 31,500.00 | (1,500.00) | 95.24% |
| Ticket Sales | 7,445.00 | 6,700.00 | 745.00 | 111.12% |
| Membership Dues | 51,745.00 | 50,000.00 | 1,745.00 | 103.49% |
| Items/Products | 6,300.00 | 3,700.00 | 2,600.00 | 170.27% |
| Advertising Revenue | - | 5,800.00 | (5,800.00) | 0.0% |
| Contract Revenue | - | - | - | 0.0% |
| Interest | 0.60 | - | 0.60 | 0.0% |
| Total Income | 106,307.01 | 107,700.00 | (1,392.99) | 98.71% |
| Operating Expense | | | | |
| Personnel Expenses | 36,603.85 | 28,088.00 | (8,515.85) | 130.32% |
| Promotion | 1,197.00 | 1,200.00 | 3.00 | 99.75% |
| Occupancy | 13,371.54 | 14,400.00 | 1,028.46 | 92.86% |
| Professional Services | 9,236.12 | 12,300.00 | 3,063.88 | 75.09% |
| Supplies | 11,693.13 | 8,450.00 | (3,243.13) | 138.38% |
| Insurance | 1,656.66 | 1,600.00 | (56.66) | 103.54% |
| Dues & Subscriptions | 4,415.00 | 2,200.00 | (2,215.00) | 200.68% |
| Professional Development | 2,270.20 | 2,000.00 | (270.20) | 113.51% |
| Catering | 11,531.53 | 14,350.00 | 2,818.47 | 80.36% |
| Media & PR | - | 500.00 | 500.00 | 0.0% |
| Bank Fees | 2,987.53 | 2,000.00 | (987.53) | 149.38% |
| Miscellaneous Expense | (63.92) | - | 63.92 | 0.0% |
| Total Operating Expense | 94,898.64 | 87,088.00 | (7,810.64) | 108.97% |
| Net Operating Income | 11,408.37 | 20,612.00 | (9,203.63) | 55.35% |
| Other Expenses | | | | |
| Bad Debt Expense | 3,375.00 | - | - | |
| Total Other Expenses | 3,375.00 | - | - | |
| Net Income | 8,033.37 | 20,612.00 | (12,578.63) | 38.97% |



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

GREATER SITKA CHAMBER OF COMMERCE
104 LAKE ST
SITKA, AK 99835

Date:
April 9, 2021
Employer ID number:
[REDACTED]
Form 990 required:
990, YES
Person to contact:
Name: [REDACTED]
ID number: [REDACTED]

Dear Sir or Madam:

We're responding to your request dated November 12, 2020, about your tax-exempt status.

We issued you a determination letter in April 1970, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(6).

Because you're not an organization described in IRC Section 170(c), donors can't deduct contributions they make to you. You should advise your contributors that their contributions to you aren't deductible.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

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

GREATER SITKA CHAMBER OF COMMERCE

104 LAKE STREET, SITKA, AK 99835

owned by

GREATER SITKA CHAMBER OF COMMERCE

is licensed by the department to conduct business for the period

October 14, 2021 to December 31, 2023
for the following line(s) of business:

81 - Services



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 Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Greater Sitka Chamber of Commerce

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

- Loan/Promissory Note

Denise Salter
Denise Salter, Controller
747-1836

- Utilities

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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