

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: The Salvation Army

Alaska State Business License Number (if applicable): 11806

Name of Contact Person: Captain Catherine Dooley

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: \$2,400

Match Dollars Committed: \$800 Percentage: 25%

Sources of Matched Dollars: Operating Funds/Fundraisers

Brief Description of the Purpose of the Grant: This grant would be used to bolster the weekday lunch program at The Salvation Army Soup Kitchen, through sanitation equipment and food preparation appliances.

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

Name: Catherin E Dooley

Title: Corps Officer Date: 8/15/25

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)?

The Salvation Army Sitka Corps is applying for the Annual Grant, specifically in the area of Human Services.

- What will be done with these funds?

The Grant would be used to purchase and install a handwashing station for the kitchen at The Salvation Army, where hot lunches are prepared 5 days a week for the community. In addition, we would purchase and install automatic/touchless soap dispensers and paper towel dispensers at the handwashing station and in the two bathrooms; a commercial grade electric can opener that can handle #10 cans; and a commercial microwave for the kitchen to replace the faulty one currently installed.

- Who will do it?

The handwashing station will be installed by Schmolck Mechanical Contractors of Sitka. The dispensers would be installed by the Corps Officer or handyman. The microwave would be installed by Sitka Electric.

- Who will be served?

These installations will serve the volunteers who prepare and serve the lunches, as well as the clients who receive the lunches by fulfilling the State requirements for the kitchen and speeding up preparation as well as making it more sanitary.

- When will this service be provided?

Installations should be completed by the end of October 2025, depending on delivery time and the plumber/electrician's schedules.

- Has the agency received CBS General Fund Grants previously? If so, how many, which years, and for what amount? Yes, but I don't believe we've received any after 2020.

FY 2017	\$2,147.57
FY 2018	\$4,651.90
FY 2019	\$4,328.53
FY 2020	\$6,342.00

Expected Outcomes (one page only) – total pts 10

- How will the project be measured as successful?

The main measure of success will be if our kitchen passes state inspection. Additionally, we would consult our volunteer cooks for feedback on efficiency and ease of lunch preparation.
- What will the tangible community benefit be?

The community will benefit from more efficient preparation of lunches, resulting in more robust lunches, as well as better sanitation in food preparation. Our volunteer cooks, especially those who are elders, will benefit greatly from the can opener and convenience of the microwave and automatic dispensers.
- What are some benchmarks during the project that indicate things are going in the right direction?
 - Placement of order of the equipment
 - Receipt of the equipment
 - Installation of the Handwashing Sink
 - Installation of the Dispensers
 - Installation of the Microwave
 - Use of the handwashing sink (and dispensers) by both kitchen staff and dining room staff

Statement of Need (one page only) – total pts 10

- How does this project align with the funding category that you are applying for?

The Soup Kitchen provides more than 50 hot lunches to people from the community every weekday. This project will make that program easier to handle.
- What documented needs (e.g., McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?

State DEC Inspection
- Does the funding from this request leverage other funds for the project? How?

These items are in the FY 25 budget, however, contributions and income are down for this year so funding this project solely from The Salvation Army funds will result in a greater deficit for the Sitka Corps. This grant will insure that the project gets done.

Organizational Capacity (one page only) – total pts 10

- Track record (this or similar project delivery and management).

The Salvation Army in general has a good track record for completing projects for which it has received funding.
- Community support.

The Salvation Army's food security efforts are strongly supported by the Sitka Community. We receive large donations of food Monday through Friday from SeaMart and Market Center, occasional donations from AC Lakeside, as well as smaller donations from individual community members.
- Board attendance.

The Sitka Salvation Army Advisory Board just met 8/14/25 for the first time since COVID.
- List of Board Members and Officers.
 - Keith Brady
 - Dorothy Orbison
 - Julie Platson
 - Julia Smith
 - Shawna Thornton

Budget – total pts 10

- Statement of assets, revenues, and expenditures for previous year.

Attachment A
- Detailed budget for current year, including funds for this project.

Attachment B
- Include itemized list of grants received or pending for prior and current years.

FY 24: AHFC/HAP

FY 25:
 - Food Security Grant
 - ARPA
 - EFSP
 - AHFC/HAP

Required Documentation – total pts 10

- Copy of non-profit documentation such as IRS 501c3 designation.
Attachment C
- Current State of Alaska nonprofit organization business license.
Attachment D
- CBS Liabilities Form.
Attachment E

*The Salvation Army Western Territory Alaska Division***Balance Sheet Sitka Corps**

	September		
	2022	2023	2024
ASSETS			
Cash	244,594	303,858	315,362
Accounts Receivable, Non SA	38,695	21,417	15,928
Other Assets	1,751	2,270	2,159
TOTAL ASSETS	285,040	327,545	333,450
LIABILITIES			
Accounts Payable Non SA	7,826	1,297	5,308
Other Current Liabilities	-	9,087	18,857
Total Liabilities	7,826	10,384	24,165
NET ASSETS			
Prior Year Surplus/Deficit	236,997	272,329	312,276
Current Operating Surplus/Deficit	35,332	39,948	(7,877)
Total Operating	272,329	312,276	304,400
Temporarily Restricted	4,885	4,885	4,885
TOTAL LIABILITIES AND NET ASSETS	285,040	327,545	333,450
current assets	285,040	327,545	333,450
current liabilities	7,826	10,384	24,165
WORKING CAPTIAL	36.42	31.54	13.80

The Salvation Army Western Territory Alaska Division

Sitka Corps

Budget

	Actual Full Year 2024	Budget Full Year 2025	Actual YTD Period 12 2025	Budget Next Full Year 2026
REVENUE				
Contributions	94,911.66	114,829.00	92,596.90	-
Gifts-In-Kind	135,345.76	157,906.00	234.32	-
Allocations from other SA Funds	200.00	-	1,800.00	-
Grants from DHQ	-	11,434.00	-	-
Grants from THQ - Operating	120,000.33	25,000.00	24,999.96	-
Other Trust Income	4,420.68	663.00	1,018.80	-
Total Associated Org Revenue	124,621.01	37,097.00	27,818.76	-
Fees & Grants - Government Agencies	45,934.18	64,456.00	61,089.62	-
Sales To The Public	84,069.47	90,879.00	63,046.08	-
Total Revenue	484,882.08	465,167.00	244,785.68	-
Salaries & Allowances	144,697.76	62,514.00	63,015.50	-
Officer & Employee Benefits	464.38	-	4,003.54	-
Employment Taxes	1,378.16	-	1,821.36	-
Professional Fees	14,847.00	7,111.00	7,380.96	-
Total Personnel Costs	161,387.30	69,625.00	76,221.36	-
Supplies	25,384.22	33,000.00	31,594.92	-
Telephone	6,679.65	5,512.00	801.64	-
Postage & Shipping	1,968.56	2,698.00	3,219.81	-
Occupancy	66,878.69	82,146.00	74,708.28	-
Equipment/Furnishings	5,714.39	9,025.00	2,359.35	-
Printed Materials	5,336.84	5,327.00	3,816.59	-
Transportation/Meals	15,733.10	12,007.00	9,627.20	-
Conf/Councils/Special Meetings	2,670.15	9,500.00	7,019.71	-
Specific Assistance To Individuals	185,804.07	212,906.00	37,483.82	-
Membership Dues	-	60.00	210.00	-
Awards & Grants	-	60.00	19.99	-
Miscellaneous Expense	(11,915.74)	-	486.12	-
Support Service to DHQ	22,471.51	26,321.00	19,158.96	-
Grants to Field Units	650.00	-	-	-
Other Appropriations	3,996.00	2,000.00	1,995.96	-
Total Indirect Agency Alloc	27,117.51	28,321.00	21,154.92	-
Total Expenses	492,758.74	470,187.00	268,723.71	-
Net Surplus/(Deficit)	(7,876.66)	(5,020.00)	(23,938.03)	-
Net Assets Begginning	317,161.35	-	309,284.69	-
Surplus/Deficit	(7,876.66)	(5,020.00)	(23,938.03)	-
problem with the report if not zero	(0.00)	-	(0.00)	-
Accumulated Surplus/Defict	309,284.69	(5,020.00)	285,346.66	-
NET	309,284.69	(5,020.00)	285,346.66	-

DBID	Database	Account	Description	Balance
2	Alaska	0010-510-100-8502-00-000	SIT CORP - Equipment - Maintenance & Repairs	\$110.00
2	Alaska	0010-510-100-8503-01-000	SIT CORP - Purchases - Equipment & Furn (Stores)	\$1,947.00
2	Alaska	0010-510-100-8503-02-000	Purchases - Equipment	\$2,973.00
2	Alaska	0010-510-100-8513-01-000	SIT QTRS Purch - Equip & Furn	\$2,750.00
2	Alaska	0010-510-500-8503-01-000	SIT Soc Svs Furnishings & Equipment Corps	\$120.00
2	Alaska	0010-510-502-8502-00-000	SIT ST - Equipment - Maintenance & Repairs	\$198.00
2	Alaska	0010-510-502-8503-01-000	SIT Store Furnishings & Equipment	\$927.00

\$9,025.00

PHILADELPHIA PA 19255

In reply refer to: 3552197910

May 22, 2024 LTR 4168C 0

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BODC: TE

THE SALVATION ARMY
TERRITORIAL HEADQUARTERS
% TERRY D HUGHES

RCH PALOS VRD CA 90275-5301

Employer ID number: [REDACTED]

Form 990 required: NO

Dear Taxpayer:

We're responding to your request dated May 14, 2024, about your tax-exempt status.

We issued you a determination letter in JUNE,2011, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(i).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, 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 990EZ, 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 990-EZ
- 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.,

3552197910

May 22, 2024 LTR 4168C 0

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THE SALVATION ARMY
TERRITORIAL HEADQUARTERS
% TERRY O HUGHES
[REDACTED]

RCH PALOS VRD CA 90275-5301

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Ms. Hanks

Ms. Hanks
Operations Manager - AMP03

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

THE SALVATION ARMY

[REDACTED], AK 99501-1459

owned by

THE SALVATION ARMY

is licensed by the department to conduct business for the period

November 25, 2024 to December 31, 2026
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

THE SALVATION ARMY

[REDACTED]
Anchorage, AK 99501-1459

Attachment E

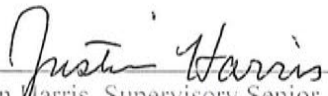
for Fiscal Year 2026

CBS Liabilities Form

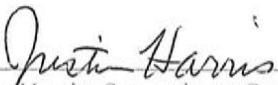
Complete and submit this form with your Non-Profit Grant Application.

Organization Name: The Salvation Army

- 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

 8/13/2025
Amanda Diehl, Controller
747-1801

- 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.