

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

Name of Organization: Greater Sitka Chamber of Commerce, Inc.

Alaska State Business License Number (if applicable): 149737

Name of Contact Person: Rachel Roy, Executive Director

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: \$3,000

Match Dollars Committed: \$10,000 (as of 8/16) Percentage: 30%

Sources of Matched Dollars: Sponsorships

Brief Description of the Purpose of the Grant: Sitka Chamber's workforce development program, Sitka's Emerging Leaders is hosting a Southeast Summit in Sitka October 2nd & 3rd, 2024. The grant funds will support the development and retention of Sitka's workforce.

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: 8/16/24

## General Fund Grants for Non-profit Organizations

**Grant Category:** Community Development Annual

**Grant Applicant:** Greater Sitka Chamber of Commerce

**Grant request amount:** \$3,000



## Detailed Project Description Overview – 10 points

### Sitka's Emerging Leaders' Southeast Summit

The Greater Sitka Chamber of Commerce (Sitka Chamber) is applying for a General Fund Grant under the *Community Development Annual* category. Once awarded, funds from this grant would be used to support the execution of the Sitka's Emerging Leaders' Southeast Summit.

Sitka's Emerging Leaders will host its' first Southeast Summit, a two-day conference to develop Southeast Alaska's workforce through learning, skill-building, and networking. Young professionals from around the region will convene October 2<sup>nd</sup> & 3<sup>rd</sup> at UAS – Sitka Campus for two days of programming consisting of keynote speakers, impactful discussions, and pre-summit workshops. The estimated 75 attendees will have the opportunity to network, develop skills to advance their careers, and learn from regional experts.

The grant funds will help Sitka's Emerging Leaders create a dynamic and immersive experience through facilitation support, content for workshops, and hosting keynote speakers. These funds also support logistical costs for supplies, transportation, and catering.

Overall, the Southeast Summit will support the development of Sitka's workforce and help create a strong professional network in our community and the region. The purpose of the Summit is to strengthen Sitka's Emerging Leaders' mission of providing young professionals in our community with the tools and resources needed to grow and stay here as an active member of our workforce. If awarded, the City and Borough of Sitka will be highlighted as a sponsor of the Summit through promotional communications and event materials.

### About Sitka's Emerging Leaders

In 2023, the Greater Sitka Chamber of Commerce established a professional development program called 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 includes reoccurring monthly meet-ups, workshops, and networking events. Each event is centered around a specific topic such as leadership, financial literacy, personal branding, public speaking, and more. In its first year, Sitka's Emerging Leaders has grown to over 50 active members.

**2023 CBS General Fund Non-Profit Grant of \$2,143.00 Community Development Annual**

## Expected Outcomes – 10 points

The success of Sitka’s Emerging Leaders’ Southeast Summit will be measured by attendance, business support, and an impactful program delivery. The primary objective of the Summit is to provide two days of learning, growth, and community building for young professionals in Sitka and our region. Program topics will include financial literacy, entrepreneurship, networking, and more. Providing information and resources related to these topics will empower and enable young people in our community and help retain and attract Sitka’s workforce.

The Sitka’s Emerging Leaders program has seen great success over the last year and has seen over 50 different young professionals in Sitka attend events, with at least one or two new faces at each one. This success has led the Sitka Chamber to continue its efforts to grow the program through the Southeast Summit. The Sitka Chamber knows how important it is to work together as a region, which is why we’re also inviting young professionals from our neighboring communities. This will allow us to hear different perspectives, grow professional networks, and learn from successful leaders from other communities.

The Sitka Chamber hopes to continue seeing local business support with the Sitka’s Emerging Leaders program and the Southeast Summit. Over the last year, the program has received financial and in-kind support that has allowed us to offer impactful events and programming. The Sitka’s Emerging Leaders program hopes to see similar support for the Southeast Summit.

With the support from this grant, the City & Borough of Sitka will be listed as a **Catalyst Sponsor** which includes recognition leading up to and during the summit including social media shout-outs, email and website communications, promotional materials, and three registrations for City staff to attend the Summit. In addition to engaging and inspiring current staff, the Summit also supports the City’s Strategic Plan goal 5, specifically **Action 5.2, to “address the development of current workforce and future workforce recruitment and retention strategies”**. The October 2024 timeframe for the Summit offers a timely recruitment opportunity to attract Summit attendees into the 40+ positions currently vacant at the City.

### Catalyst Sponsor

\$3,000



3 Registrations Included

- Logo on all promotional materials
- Recognition in weekly newsletters prior to Summit (450+ emails)
- Verbal and slideshow recognition
- Opportunity to provide promotional materials to be displayed
- Early access to 1-on-1 financial and business-support counseling

## Statement of Need – 10 points

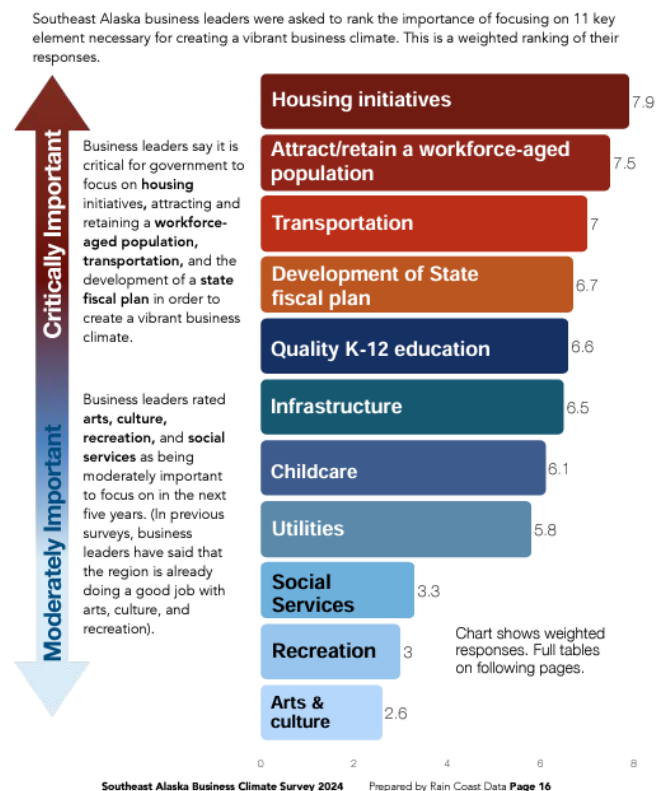
Roughly one-third of Sitka’s total population falls between the ages of 18-40 and that is the most active age group in the employable workforce. The Southeast Summit will directly serve that age group and enhance the skills needed to apply and qualify for jobs in our community, and further their careers in Sitka.

The Southeast Summit will directly address the City’s Sustainable goal, specifically **Action 3.4, “Convene economic partners to explore the addition of business support services and employment training programs”**. The purpose of the Summit is to strengthen Sitka’s Emerging Leaders’ mission of providing young professionals in our community with the tools and resources needed to grow and stay here as an active member of our workforce. The Sitka Chamber is utilizing its vast network of business support partners to provide impactful programming and training during the Summit.

Highlighted in the Sitka Economic Development Association’s (SEDA) June 2024 newsletter were the results from the Southeast Conference Alaska Business Climate Survey. In the survey, business leaders were asked to rank focus items on a scale of “moderately important” to “critically important”. SEDA’s newsletter states that 61% of business leaders view “Attract/retain a workforce-aged population” as critically important, which was the second highest item of concern in the survey.

The Sitka Chamber understands that we need to be investing in our workforce in order to attract and retain young professionals, and the Southeast Summit aims to do just that.

Strong partnerships and support from organizations such as the Alaska Small Business Development Center, University of Alaska Southeast, Spruce Root, and businesses such as Aspen Suites Hotel Sitka, Alaska Airlines, and Tongass Federal Credit Union will be leveraged in addition to grant funds received.





## 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 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 throughout the year in addition to an annual retreat to set priorities for the following year. The Sitka Chamber's efforts toward workforce development and Sitka's Emerging Leaders are a direct reflection of those annual priorities.

### **Board members include:**

Officers: Paul Kraft – President, Holly Meyer – Vice President, Christine McGraw – Secretary, and Tamara Nedens - Treasurer

Directors: Sara Hadad-Dembs, Tim Fulton, Michael Jones, and 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 General Fund Non-Profit Grant, Alaska Chamber and DHSS Vaccine Incentive Grant, COVID-Safe Travel Grant and Local Alaska Grant Support Program.

Sitka's businesses, organizations, and community members have been very supportive of Sitka's Emerging Leaders and our plans for the Southeast Summit. As stated above, we have a large number of community members attending our events and following the Sitka Chamber for updates regarding the program. Sitka's Emerging Leaders members are pictured below.



## Budget – 10 points

The budget for Sitka’s Emerging Leaders’ Southeast Summit is detailed below. The Sitka Chamber utilizes Foraker for its bookkeeping and the 2023 Statement of Financial Position and end of year financial statements for the Chamber are provided following this narrative. The Summit anticipates revenues from registrations, sponsorships, and grants and expenses will include facilitation, catering, printing, and supplies.

<b>Category</b>	<b>Workforce Development Sitka’s Emerging Leaders’ Southeast Summit</b>
<b>Revenue</b>	<b>Amount</b>
Sponsorships	\$16,000
Grants	\$3,000
Registrations	\$6,000
<b>Estimated Revenue</b>	<b>\$25,000</b>
<b>Expenses</b>	<b>Amount</b>
<b>Labor</b>	<b>\$4,750</b>
Staff Salary	\$4,750
<b>Contractual</b>	<b>\$10,000</b>
Facilitation	\$4,000
Catering	\$5,500
Space Rental	\$0 (UAS in-kind)
Advertising	\$500
<b>Supplies/Materials</b>	<b>\$2,250</b>
Printing & Postage	\$1,000
Promotional Items	\$1,250
<b>Estimated Expenses</b>	<b>\$17,000</b>

### Itemized list of grants received or pending for prior and current years:

- 2023 CBS General Fund Non-Profit Grant of \$2,143.00 Community Development Annual

## 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 #149737

### CBS Liabilities Form

- Signed Liabilities Form dated 8/16/2024



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

Date:  
April 9, 2021  
Employer ID number:  
[REDACTED]

Form 990 required:  
990, YES

Person to contact:  
Name: Ms. Wiles  
ID number: 0196728

GREATER SITKA CHAMBER OF COMMERCE  
[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](http://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**



owned by

GREATER SITKA CHAMBER OF COMMERCE

is licensed by the department to conduct business for the period

July 22, 2024 to December 31, 2025  
for the following line(s) of business:

81 - Other Services (except Public Administration)



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



**Greater Sitka Chamber of Commerce & Visit Sitka**  
**Comparative Statement of Financial Position**  
**As of December 31, 2023**

	December 31, 2023	Un-Audited December 31, 2022
<b>ASSETS</b>		
Current Assets		
Unrestricted cash & equivalents	284,968	370,156
Total Cash & Equivalents	284,968	370,156
Accounts receivable	87,624	5,173
Prepaid Expenses	26,730	17,862
Total Current Assets	399,322	393,191
Non-current Assets		
Security Deposit	2,500	2,500
Fixed Assets, Net of Accumulated Depreciation	10,467	
ROU Asset - Operating Lease	40,095	74,263
Total Non-Current Assets	53,062	76,763
<b>TOTAL ASSETS</b>	<b>452,384</b>	<b>469,954</b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts payable	20,706	10,290
Unearned revenue	13,842	28,728
Payroll liabilities	9,186	13,441
Deferred grant revenue	2,143	-
ROU Operating Lease Liab ST	34,685	34,501
Total Current Liabilities	80,562	86,960
Long Term Liabilities		
ROU Operating Lease Liab LT	5,799	40,484
Total Long Term Liabilities	5,799	40,484
<b>TOTAL LIABILITIES</b>	<b>86,361</b>	<b>127,444</b>
<b>Current Ratio <sup>1</sup></b>	4.96 to 1	4.52 to 1
<b>NET ASSETS</b>		
Without Donor Restrictions	366,023	342,510
Total Net Assets	366,023	342,510
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>452,384</b>	<b>469,954</b>

<sup>1</sup> The current ratio is indicative of an organization's liquidity. 4.96 is a good current ratio.
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**Greater Sitka Chamber of Commerce**  
**Statement of Activities Budget vs. Actual**  
**January through December 2023**

	Sitka Chamber			
	Jan - Dec 2023	Approved Budget	\$ Over (Under) Budget	% of Budget
<b>Operating Revenue</b>				
Dessert Auction	16,729.00	15,000.00	1,729.00	111.53%
Auction Revenue	18,600.00	18,000.00	600.00	103.33%
Sponsorship	36,600.00	52,000.00	(15,400.00)	70.38%
Ticket Sales	10,490.00	8,100.00	2,390.00	129.51%
Membership Dues	40,765.00	60,000.00	(19,235.00)	67.94%
Items/Products	7,910.00	15,600.00	(7,690.00)	50.71%
Advertising Revenue	-	3,600.00	(3,600.00)	0.0%
Contract Revenue	-	-	-	0.0%
Interest	0.96	-	0.96	0.0%
Miscellaneous Revenue	30.00	500.00	(470.00)	6.0%
<b>Total Income</b>	<b>131,124.96</b>	<b>172,800.00</b>	<b>(41,675.04)</b>	<b>75.88%</b>
<b>Operating Expense</b>				
Personnel Expenses	51,024.00	51,024.00	-	100.0%
Promotion	1,552.89	1,200.00	(352.89)	129.41%
Occupancy	13,939.10	14,100.00	160.90	98.86%
Professional Services	14,966.32	12,658.00	(2,308.32)	118.24%
Supplies	8,242.69	7,095.00	(1,147.69)	116.18%
Insurance	798.62	1,600.00	801.38	49.91%
Dues & Subscriptions	2,514.49	2,200.00	(314.49)	114.3%
Professional Development	-	2,000.00	2,000.00	0.0%
Catering	25,477.60	24,050.00	(1,427.60)	105.94%
Media & PR	250.00	250.00	-	100.0%
Bank Fees	3,379.27	2,500.00	(879.27)	135.17%
Miscellaneous Expense	2,038.12	-	(2,038.12)	0.0%
<b>Total Operating Expense</b>	<b>124,183.10</b>	<b>118,677.00</b>	<b>(5,506.10)</b>	<b>104.64%</b>
<b>Net Operating Income</b>	<b>6,941.86</b>	<b>54,123.00</b>	<b>(47,181.14)</b>	<b>12.83%</b>
<b>Other Expenses</b>				
Bad Debt Expense	1,600.00	-	-	
Depreciation Expense	-	-	-	
<b>Total Other Expenses</b>	<b>1,600.00</b>	<b>-</b>	<b>-</b>	
<b>Net Income</b>	<b>5,341.86</b>	<b>54,123.00</b>	<b>(48,781.14)</b>	<b>9.87%</b>

# General Fund Grants for Non-Profit Organizations for Fiscal Year 2025

## 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

Melody Andaluz  
Melody Andaluz, Procurement Specialist  
747-1852

- Loan/Promissory Note

Brooke Volschenk  
Brooke Volschenk, Controller  
747-1801

- Utilities

Chelsey Dumag  
Chelsey Dumag, Utility/Harbor Billing Clerk  
747-1843

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