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ADMINISTRATION

Memo

To: Mayor and Assembly
From: Jim Dinley, Municipal Administrator *JD/SP*
Date: August 17, 2010
Re: Non-Profits Grant Funding

As per the Assembly's direction, the Non-Profits Review Committee met on August 16th. The members are Cleo Brylinsky, Bob Gorman, Julia Smith, Steve Bradshaw and myself.

Grant applications were advertised June 15, 18, 25, and July 2, 9, 16, and 23. Applications were available at City Hall and on the CBS website. There were a total of 23 non-profits submitting requests. All were provided detailed instructions and advised completed requests were due not later than July 30, 2010.

The FY2011 CBS budget has \$170,700 available to non-profits. Per the Assembly, 60% or \$102,420 was to be designated to the Human Services category. The Culture and Education category and the Community Development category were to receive 20% each (\$34,140).

Although the Community Development category had \$34,140 available (20%), the Review Committee elected to fully fund the only non-profit (Sitka Trail Works) at their requested amount of \$30,000 and reallocate the remaining \$4,140 to the Culture and Education category owing to the number of non-profits in this category.

In the Human Services category, all applications were scored. All requests were fully funded with the exception of the lowest scorer who was awarded the remaining funds after the other awards were made.

In the Culture and Education section any applicant who scored 225 or lower was awarded a flat \$1,000. The remaining applicants were awarded according to their rank with the highest scorer receiving the most money of the remaining funds. The top seven based on their relative scores were awarded 1- \$7,000; 2- \$6,000; 3- \$5,000; 4 and 5 tied and were awarded \$4,000 each; 6- received \$3,000 and 7 received \$2,280. Review Committee score sheets are in my office and will be available, if requested, once the Assembly approves the recommended allocations.

Motion approved at
May 25, 2010 Assembly mtg.

Sponsors: Hackett/Stein

MOTIONS

I MOVE to adopt the attached **Application Requirements and Scoring Rubric** to be used in the annual allocation of grant funding available for non-profits using the following scoring ratios:

60% HUMAN SERVICES
20% CULTURE AND EDUCATION
20% COMMUNITY DEVELOPMENT

AND

I MOVE to adopt the following permanent and consistent process for determining distribution of CITY AND BOROUGH OF SITKA ANNUAL GRANTS FROM GENERAL FUND

1. Advertising for City and Borough of Sitka ANNUAL GRANTS FROM GENERAL FUND shall begin 7 days after ratification of the next FY Budget with Applications due to the Clerks office no later than August 1.
2. All applications received shall be reviewed and scored, using the Applications Requirements, by a five (5) member Review Committee consisting of City Administrator, 2 members of the Long Range Planning and Economic Development Commission, 2 members At Large to be determined by the dedicated seats.
3. Review Committee recommendations shall be presented to the Assembly for approval, the Assembly shall either 1) approve the recommendations in full, as presented, or 2) remand the

entire list of recommendations back to the Review Committee with direction for reconsideration. Final approval shall be given no later than the end of August.

4. All scoring rubrics shall be made available to the applying entity upon request.

5. Once per year the applicant is required to report grant progress to the Review Committee, which will then report to the Assembly.

FY'11 Non-Profit Grant Requests

| | Applicant | FY2008 CBS Grant | FY2009 CBS Grant | FY2010 Request | FY10 Assembly Approved | FY2011 Request | FY11 Amount Recommended | FY11 Assembly Approved |
|----|--|-----------------------|------------------|----------------|------------------------|----------------|-------------------------|------------------------|
| 1 | 3 to 5 Preschool | | | \$ 26,300 | \$ 12,000 | \$ 21,000 | \$ 1,000 | |
| 2 | Alaska Native Brotherhood Camp #1 | | | \$ - | \$ - | \$ 5,000 | \$ 1,000 | |
| 3 | Betty Eliason Child Care Center | | | \$ - | \$ - | \$ 5,590 | \$ 5,590 | |
| 4 | Big Brothers/Big Sisters | \$ 10,000 | \$ 3,000 | \$ 7,000 | \$ 6,000 | \$ 10,000 | \$ 10,000 | |
| 5 | Brave Heart Volunteers | \$ 15,000 | \$ 10,000 | \$ 20,000 | \$ 20,000 | \$ 30,000 | \$ 30,000 | |
| 6 | Center for Community | | | \$ - | \$ - | \$ 10,000 | \$ 10,000 | |
| 7 | Fortress of the Bear | | | \$ - | \$ - | \$ 5,500 | \$ 1,000 | |
| 8 | Friends of Sheldon Jackson Museum | | | \$ - | \$ - | \$ 7,500 | \$ 1,000 | |
| 9 | Greater Sitka Arts Council | | | \$ - | \$ - | \$ 7,500 | \$ 3,000 | |
| 10 | Home Skillet Fest | | | \$ 10,000 | \$ 5,000 | \$ 12,000 | \$ 1,000 | |
| 11 | Sitka Counseling & Prevention Services | \$ 5,000 (requested) | \$ 3,000 | \$ 5,000 | \$ 3,000 | \$ 5,000 | \$ 5,000 | |
| 12 | Sitka Fine Arts Camp | \$ 12,000 | \$ 8,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 4,000 | |
| 13 | Sitka Historical Society Inc. | | | \$ - | \$ - | \$ 40,000 | \$ 7,000 | |
| 14 | Sitka Jazz Festival | \$ 2,500 | \$ 3,000 | \$ 4,000 | \$ 4,000 | \$ 5,000 | \$ 1,000 | |
| 15 | Sitka Sound Science Center Inc. | | \$ 2,500 | \$ 10,000 | \$ 8,500 | \$ 9,000 | \$ 6,000 | |
| 16 | Sitka Summer Music Festival | \$ 1,300 | \$ 2,000 | \$ 5,000 | \$ 5,000 | \$ 7,000 | \$ 4,000 | |
| 17 | Sitka Trail Works | \$ 15,000 (requested) | \$ 10,000 | \$ 30,000 | \$ 10,000 | \$ 30,000 | \$ 30,000 | |
| 18 | Sitka Whalefest | | \$ 3,000 | \$ 2,875 | \$ 2,875 | \$ 8,000 | \$ 2,280 | |
| 19 | Sitka Works! | | | \$ - | \$ - | \$ 8,400 | \$ 1,000 | |
| 20 | Sitkans Against Family Violence | \$18,000 + \$7,000 | \$ 15,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | |
| 21 | Southeast Alaska Independent Living | \$ 8,850 | \$ 5,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | |
| 22 | The Island Institute | | | \$ 4,500 | \$ 3,500 | \$ 6,000 | \$ 5,000 | |
| 23 | Youth Advocates of Sitka Inc. | | | \$ - | \$ - | \$ 6,000 | \$ 4,330 | |
| | TOTAL | | | \$ 172,175 | \$ 127,375 | \$ 285,990 | \$ 170,700 | |

Note: A total of \$170,700 is available for FY'11 Non-Profit Grants.

Review Committee Scores

| | 1 | 2 | 3 | 4 | 5 | Total Points |
|--|----|----|----|----|----|-----------------|
| Human Services | | | | | | |
| 1 Brave Heart Volunteers | 36 | 50 | 49 | 50 | 50 | 235 |
| 2 Center for Community | 37 | 44 | 49 | 46 | 49 | 225 |
| 3 Sitka Counseling & Prevention Serv. | 45 | 50 | 47 | 47 | 48 | 237 |
| 4 Sitkans Against Family Violence | 41 | 50 | 49 | 46 | 50 | 236 |
| 5 Southeast Alaska Independent Living | 43 | 50 | 50 | 44 | 50 | 237 |
| 6 Youth Advocates of Sitka, Inc. | 33 | 42 | 49 | 47 | 47 | 218 |
| 7 Big Brothers/Big Sisters | 36 | 50 | 49 | 49 | 49 | 233 |
| 8 Betty Eliason Child Care Center | 38 | 48 | 49 | 50 | 48 | 233 |

| | 1 | 2 | 3 | 4 | 5 | Total Points |
|--|----|----|----|----|----|-----------------|
| Culture and Education | | | | | | |
| 1 3 to 5 Preschool | 31 | 44 | 48 | 39 | 47 | 209 |
| 2 Alaska Native Brotherhood Camp #1 | 0 | 49 | 0 | 0 | 0 | 49 |
| 3 Friends of Sheldon Jackson Museum | 36 | 50 | 47 | 46 | 44 | 223 |
| 4 Sitka Historical Society, Inc. | 38 | 50 | 50 | 50 | 50 | 238 |
| 5 Sitka Jazz Festival | 40 | 35 | 49 | 44 | 45 | 213 |
| 6 Sitka Summer Music Festival | 40 | 50 | 49 | 42 | 49 | 230 |
| 7 Sitka Whalefest | 38 | 50 | 48 | 42 | 49 | 227 |
| 8 Fortress of the Bear | 40 | 50 | 47 | 35 | 50 | 222 |
| 9 The Island Institute | 39 | 50 | 47 | 46 | 49 | 231 |
| 10 Sitka Sound Science Center | 38 | 50 | 50 | 49 | 50 | 237 |
| 11 HomeSkillet Festival | 36 | 46 | 41 | 35 | 47 | 205 |
| 12 Sitka Fine Arts Camp | 42 | 46 | 46 | 46 | 50 | 230 |
| 13 Greater Sitka Arts Council | 36 | 50 | 47 | 45 | 50 | 228 |
| 14 Sitka Works! | 39 | 46 | 48 | 45 | 47 | 225 |

| | 1 | 2 | 3 | 4 | 5 | Total Points |
|------------------------------|----|----|----|----|----|-----------------|
| Community Development | | | | | | |
| 1 Sitka Trail Works | 46 | 50 | 49 | 48 | 50 | 243 |

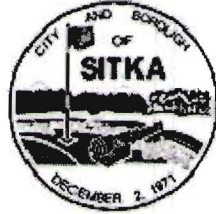
Funds (Requested - Recommended)

60% Human Service: \$102,420

20% Culture and Education: \$34,140

20% Community Development: \$34,140

City and Borough of Sitka



ANNUAL GRANTS FROM GENERAL FUND APPLICATION MATERIALS FOR FISCAL YEAR 2011

Applications to be returned to the Municipal Clerk's Office
Deadline - July 30, 2010
5:00 p.m.

For further information, please contact

Sara Peterson, Deputy Municipal Clerk
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835
(907) 747-1808
FAX (907)747-7403
sara@cityofsitka.com

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

APPLICATION INSTRUCTIONS

Please submit the original and six (6) copies of your application, unbound, fastened only by a binder clip. Do not use staples, folders or binders. Type the application, using font size no smaller than 10, or print clearly using blue or black ink. Submit only materials specifically requested.

Eligible applicants include public institutions and non-profit organizations. Funds are not available to for-profit businesses for commercial enterprises.

The range of grants rarely exceed \$10,000. The grants are typically between \$1,000 to \$6,000. This year the total amount available is \$170,000.

Applications for monies from the General Fund must include the Summary Sheet (Page 3) and all attachments required on the List of Required Attachments (Page 4). The application should contain a title page, the application summary sheet, a table of contents referencing the page numbers for each attachment, and the attachments.

The Summary Sheet is to serve as a quick reference document for the Review Committee.

The List of Required Attachments outlines detailed information that further describes the information provided on the summary sheet. This information is to be provided in narrative, tabular, and map form (if appropriate). Information provided should be identified by attachment number.

Supplemental information that is relevant to the purpose of the attachment may be provided as additional background. In this case, the supplemental information should be labeled using the syntax (Attachment # _____ Supplement).

City and Borough of Sitka, through the Assembly, reserves the right to 1) require additional information at anytime, and 2) not to act on any application that is considered incomplete.

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: _____

Name of Contact Person: _____

Phone: _____ Email: _____

Mailing address: _____

Purpose of Grant: _____

Dollars Requested: _____

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant:

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

Name: _____

Title: _____ Date: _____

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

LIST OF REQUIRED ATTACHMENTS

- Detailed project description overview - maximum page length 1 – total pts 10**
 - What funding category are you applying for (you may choose only one)?
 - What will be done with these funds?
 - Who will do it?
 - Who will be served?
 - When will this service be provided?

- Expected Outcomes - maximum page length 1 – total pts 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 - maximum page length 1 – total pts 10**
 - How does this project align with the funding category that you are applying for (Human Services; Culture, History, and Education; Recreation)?
 - 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 - maximum page length 2 – total pts 10**
 - Track record (this or similar project delivery and management) – 3 pts
 - Community Support – 3 pts
 - Board Attendance – 3 pts
 - List of Board Members and Officers – 1 pt

- Budget - maximum page length 1 – total pts 10**
 - Statement of assets, revenues, and expenditures for previous year.
 - Detailed budget for current year, including funds for this project.

- Required Documentation – total pts 10**
 - Copy of the latest 990 form and audit (if applicable)
 - Copy of the 501c3 document
 - Itemized list of grants received or pending in the last calendar year.

Organization: _____

ANNUAL GRANTS FROM GENERAL FUND

REPORTING REQUIREMENTS FOR GRANTEES

The Assembly of the City and Borough of Sitka and the Finance Department will monitor the grant. This monitoring is to insure compliance with the program objectives, the intent and outcomes listed in the application, the project's budget, and future support.

A report will be required. Additional information may be required as determined by the Finance Director.

Performance Report: Shall describe activities to date of the report and be submitted with the Financial Status Report. Financial information must be related to performance. The report is due not later than March 1, 2011.

PROPOSED FUNDING CATEGORY

| HUMAN SERVICE | CULTURE AND EDUCATION | COMMUNITY DEVELOPMENT |
|---|--|---|
| Brave Heart Volunteers Center for Community Sitka Counseling & Prevention Services Sitkans Against Family Violence Southeast Alaska Independent Living Youth Advocates of Sitka Inc. Big Brothers/Big Sisters | 3 to 5 Preschool Betty Eliason Child Care Center Friends of Sheldon Jackson Museum Sitka Historical Society, Inc. Sitka Jazz Festival Sitka Summer Music Festival Sitka Whalefest Fortress of the Bear The Island Institute Sitka Sound Science Center Inc. HomeSkillet Fest Sitka Fine Arts Camp | Greater Sitka Arts Council Sitka Trail Works Sitka Works! |