

# 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>
<b>Human Services</b>	Annual Grants	<u>Total Funds</u> –40% of Grant Budget <u>Maximum Grant</u> - \$20,000
<b>Cultural and Educational Services</b>	Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
<b>Community Development</b>	Annual Grants	<u>Total Funds</u> – 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
<b>Special Emergency</b>	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 1<sup>st</sup> of the fiscal year. If all grant funds have not been spent and accounted for in the March 1<sup>st</sup> report, a supplemental report must be filed by July 15<sup>th</sup>. 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.