



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Acting Municipal Attorney: Brian Hanson*

Monday, September 19, 2016

6:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

- I. CALL TO ORDER**
- II. FLAG SALUTE**
- III. ROLL CALL**
- IV. CORRESPONDENCE/AGENDA CHANGES**
- V. PERSONS TO BE HEARD**

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

- VI. NEW BUSINESS:**

A [16-166](#) Award FY17 General Fund Non-Profit Grants

Attachments: [FY17 NonProfit Grant Requests.pdf](#)
[Braveheart App_Redacted.pdf](#)
[Sitka Counseling App_Redacted.pdf](#)
[SAIL App_Redacted.pdf](#)
[Youth Advocates App_Redacted.pdf](#)
[Alaska Arts Southeast App_Redacted.pdf](#)
[The Island Institute App_Redacted.pdf](#)
[Greater Sitka Arts Council App_Redacted.pdf](#)
[Sitka Trail Works App_Redacted.pdf](#)

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

*Sara Peterson, CMC
Municipal Clerk
Publish: September 16*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-166 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 9/9/2016 **In control:** City and Borough Assembly
On agenda: 9/19/2016 **Final action:**
Title: Award FY17 General Fund Non-Profit Grants
Sponsors:
Indexes:
Code sections:

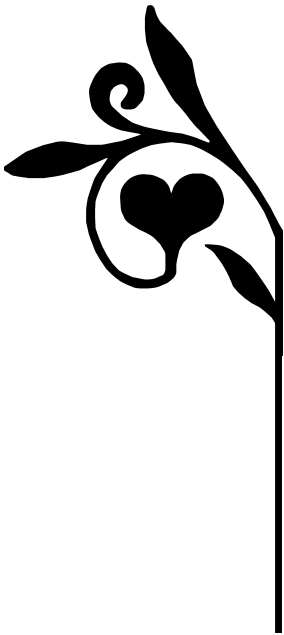
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[Sitka Trail Works App_Redacted.pdf](#)

Date	Ver.	Action By	Action	Result
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FY17 Non-Profit Grant Requests

	Applicant	FY17 Requests & Funds Available	FY17 Assembly Approved
	Human Services		
1	Brave Heart Volunteers	\$ 20,000	
2	Sitka Counseling and Prevention Services, Inc.	\$ 8,000	
3	Southeast Alaska Independent Living	\$ 25,000	
4	Youth Advocates of Sitka Inc.	\$ 1,630	
	Subtotal	\$ 54,630	
	Funds Available FY17	\$ 25,000	
	Cultural & Educational Services		
5	Alaska Arts Southeast (Sitka Fine Arts Camp)	\$ 7,500	
6	The Island Institute, Inc.	\$ 6,500	
	Subtotal	\$ 14,000	
	Funds Available FY17	\$ 10,000	
	Community Development		
7	Greater Sitka Arts Council	\$ 5,500	
8	Sitka Trail Works	\$ 10,000	
	Subtotal	\$ 15,500	
	Funds Available FY17	\$ 10,000	
	Special Emergency		
	Funds Available FY17	\$ 5,000	
	Total FY17 Funds Requested	\$ 84,130	
	Total FY17 Funds Available Including Special Emergency Fund	\$ 50,000	
	TOTAL		

Brave Heart Volunteers
August 26th 2016



Application for

General Fund Grant for Nonprofit
Organizations

City and Borough of Sitka
Fiscal Year 2017



ZACHARY DESMOND, PROGRAM DIRECTOR
BRAVE HEART VOLUNTEERS
P.O. BOX 6336
SITKA, AK 99835
(907) 747-4600
WWW.BRAVEHEARTVOLUNTEERS.ORG
ZACHARY@BRAVEHEARTVOLUNTEERS.ORG

Contents

I.	SUMMARY SHEET	4
II.	DETAILED PROJECT DESCRIPTION OVERVIEW	5
III.	EXPECTED OUTCOMES	6
IV.	STATEMENT OF NEED	6
V.	ORGANIZATIONAL CAPACITY	8
VI.	BUDGET	9
VII.	REQUIRED DOCUMENTS	10

Summary Sheet

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Brave Heart Volunteers

Name of Contact Person: Zachary Desmond

Phone: (907) 747-4600 Email: zachary@braveheartvolunteers.org

Mailing address: P.O. Box 6336, 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
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$20,000

Match Dollars Committed: \$30,106

Percentage: 150.53%

Sources of Matched Dollars: Individual/Business Donations, Fundraisers, Grants (Sitka AK Charitable Trust, Alaska Mental Health Trust Authority, White Elephant), Civic Groups

Brief Description of the Purpose of the Grant: Brave Heart Volunteers requests \$20,000 to assist in funding three core programs serving individuals who are seriously ill, isolated, at end of life or grieving, as BHV staff and board execute long-term sustainability strategy involving a significant partnership with Sitka Community Hospital and innovative organizational restructuring.

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

Name: Zachary Desmond

Title: Program Director

Date: August 26th 2016

Detailed Project Description Overview

Category: Annual Grant/Human Services

Project Overview: Brave Heart Volunteers (BHV) is seeking \$20,000 to deliver core services through three programs providing essential support and education to Sitkans who are seriously ill, isolated, at end of life, or grieving, as the executive team and board of directors strategically establish a working collaboration to sustainably serve this population of Sitkans into perpetuity, in partnership with Sitka Community Hospital (SCH) and others. In the last 12 months, BHV has undergone significant transition, including at the executive level. Responding to internal and external evaluations of program implementation and administrative capacity, BHV leadership has refocused its energy to excellently deliver core services [please see “Core Services” table below] while exploring alternative ways to develop revenue streams. BHV has tested several fee-for-service models over the last two years. While some have proven successful on a periodic basis (e.g. “pay what you can” grief support programming), most were determined to require a significant departure from BHV’s mission (in addition to being potentially duplicative of services otherwise available) and were thusly retired.

Given the trend of decreased local, state, and national funding opportunities, however, BHV has recognized the need to significantly adjust its organizational model to become less dependent on grants (which often marginally divert us from our mission) and individual donations, and instead to invest more deeply in inter-organizational partnerships with local healthcare institutions that can utilize BHV’s uniquely reputable, trusted, and dependable community-based Palliative Care services. [Please see “Statement of Need” for a definition and description of the Palliative Care model BHV is pursuing with its partners.]

An integrated collaboration based on the Palliative Care model would prove truly innovative, partnering Sitkan institutions who share a vision for a physically, emotionally, and mentally healthy Sitka where citizens can live, age, and die with excellent medical care, sufficient social support, a high quality of life, and dignity. For many of the Sitkans we serve, aging and dying in this way is not possible in Sitka without BHV.

BHV needs the city’s investment at this critical time to continue these essential services without interruption as we negotiate a thorough collaboration between BHV, SCH and other healthcare organizations, wherein our hospitals increase their capacity for robust Palliative Care provision and BHV’s administrative infrastructure is augmented so that it can collect reimbursement from insurance companies for the reimbursable Palliative Care services it provides. In the near future, we hope to be able to deliver our services to Sitkans without requesting funding from the city and we believe this collaboration is the best strategy to achieve these aims.

Core Services	Who will do it?	Who will be served?	When?
Community-Based Volunteer Services: <ul style="list-style-type: none"> • Companionship for isolated elders and chronically ill Sitkans • Respite for caregivers • End of Life situations 	<ul style="list-style-type: none"> • Volunteer companions, visitors, and EOL volunteers, led by BHV’s Volunteer Coordinator 	<ul style="list-style-type: none"> • Isolated elders living alone, at the Pioneer Home, or chronically ill people in long-term care at Sitka hospitals • In-home and family caregivers of elders and chronically ill people • Those at end of life, their family and other caregivers 	Ongoing (EOL as needed); New volunteers trained monthly
Education <ul style="list-style-type: none"> • End of Life Training • Medical Provider Grief/ Palliative Care Training • Advance Planning (preparing for your death) Workshops 	<ul style="list-style-type: none"> • BHV’s Therapeutic Care Director, visiting presenters and inter-organizational Palliative Care Team 	<ul style="list-style-type: none"> • Volunteers and families who serve as companions to those at end of life • Medical providers experiencing duress from work-related grief and/or stress • Community member empowerment and guidance around death matters before illness or accident occurs 	EOL training offered annually; others are monthly
Grief and Bereavement <ul style="list-style-type: none"> • Grief Peer Support Groups • One-on-one Grief Support • Community Grief 	<ul style="list-style-type: none"> • BHV’s Therapeutic Care Director, with support from Program Director. 	<ul style="list-style-type: none"> • Sitkans seeking bereavement and grief support in a closed group or one-on-one setting • The community-at-large in the event of a community-wide incident resulting in loss of life and grief. 	Support groups ongoing; larger events as needed

Brave Heart Volunteers

Transaction Detail By Account

January 1, 2001 through August 22, 2016

Brave Heart Volunteers

	Type	Date	Num	Name	Memo	Class	Credit	Balance
Grants								
City of Sitka								
	Deposit	07/09/2006		City and Borough of Sitka	Deposit	203 - City of Sitka	8,000.00	8,000.00
	Deposit	07/09/2007		City and Borough of Sitka	Deposit	203 - City of Sitka	15,000.00	23,000.00
	Deposit	07/07/2008	87076	City and Borough of Sitka	Deposit	203 - City of Sitka	10,000.00	33,000.00
	Deposit	08/27/2009	92378	City and Borough of Sitka	Deposit	203 - City of Sitka	20,000.00	53,000.00
	Deposit	08/30/2010	97300	City and Borough of Sitka	Deposit	203 - City of Sitka	30,000.00	83,000.00
	Deposit	09/22/2011	102109	City and Borough of Sitka	Deposit	203 - City of Sitka	13,950.00	96,950.00
	Deposit	09/14/2012	106146	City and Borough of Sitka	Deposit	203 - City of Sitka	20,000.00	116,950.00
	Deposit	09/24/2013	110563	City and Borough of Sitka	Deposit	203 - City of Sitka	20,000.00	136,950.00
	Deposit	09/19/2014	114260	City and Borough of Sitka	Deposit	203 - City of Sitka	14,714.00	151,664.00
	Deposit	10/15/2015	117977	City and Borough of Sitka	Deposit	203 - City of Sitka	9,917.00	161,581.00
	Total City of Sitka						161,581.00	161,581.00
	Total Grants						161,581.00	161,581.00
TOTAL							161,581.00	161,581.00

Expected Outcomes

Project benchmarks will be measured regularly in each program department, along with our organization-wide sustainability strategy ("Palliative Care Collaboration"), as expressed by the following table of outcomes.

PROGRAM or INITIATIVE	MEASURES OF SUCCESS – BENCHMARKS	MEASURES OF SUCCESS – LONG TERM	TANGIBLE COMMUNITY BENEFITS
Volunteer Companionship Programs	<ul style="list-style-type: none"> • Increase in number of new volunteers trained, total volunteer hours, and volunteers matched with care receivers • Increase in respite hours for unpaid family caregivers • Increase in contact hours for socially isolated elders 	<ul style="list-style-type: none"> • Increase in social engagement for isolated elders and seriously ill patients in long-term care • Decrease in stress for caregivers • Increased access to bereavement support for caregivers 	<ul style="list-style-type: none"> • Community access to a diverse and capable community volunteer corps • Improved quality of life for elders otherwise isolated • Improved health outcomes for caregivers during and after illness of loved one • Decrease in economic duress for families due to cost of care
Educational Programs	<ul style="list-style-type: none"> • Increase in comprehension of caregiver education material through assessments • Number of participants at advance planning workshops • Number of healthcare professionals trained in palliative care and grief support • Increase in number of End of Life Volunteers available 	<ul style="list-style-type: none"> • Increase in caregivers providing informed care to loved ones, and self-care • Increase of Sitkans' willingness and ability to talk about, prepare for death • Improved care from medical providers • Reduction in unwanted solitude for people who are dying with limited social support 	<ul style="list-style-type: none"> • Informed and empowered families are as ready as possible when death and illness occur • Normalize death for Sitkans • Resilient primary caregivers improving quality of life for themselves and family • Decrease in job-related stress for medical providers • Nobody who wants company has to die alone
Grief and Bereavement Support Programs	<ul style="list-style-type: none"> • Increase in number of support group participants and sessions available • Increase in number of former caregivers receiving bereavement counseling • Number of medical providers utilizing grief support • Increase in community-wide communications educating the public about grief and bereavement 	<ul style="list-style-type: none"> • Reduction in complications due to unresolved grief or ambiguous loss for former caregivers • Increase in social cohesion for individuals isolated by bereavement • Reduction in medical provider errors due to job-related stress and grief 	<ul style="list-style-type: none"> • Improved protective factors and community connections for grieving individuals • Fewer caregivers become seriously ill as a result of unresolved grief • Decrease in mental illness caused in part by unresolved grief • Less Stigma in community around grief, bereavement, and loss
Palliative Care Collaboration (coordinating above services with medical partners)	<ul style="list-style-type: none"> • Number of Palliative Care Team meetings • Increase of referrals for long-term care patients in Sitka hospitals into BHV volunteer companionship program • Increase of shared cases for collaborative and specialized care management 	<ul style="list-style-type: none"> • Increase patient and family satisfaction with local healthcare system • Improved communication and interdependence among health institutions • Increase patient-family access to psychosocial, spiritual, and grief support 	<ul style="list-style-type: none"> • Improve quality of life for Sitkans experiencing long-term illness and their families • Decrease in duplication of services and spending of Sitka's limited healthcare resources • Reduce healthcare provider burnout • Improved medical outcomes for people with serious illness

Statement of Need

"While many people over age 65 enjoy good health for some time, eventually most adults will have one or more chronic illnesses often characterized by pain and frailty. The nation's health care system is not well suited to address the array of medical, social, emotional, and other needs of patients living for long periods with serious, but not immediately terminal, conditions." – Robert Woods Johnson Foundation

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

Palliative Care (PC) is a patient-centered approach to healthcare for people with serious illness. It focuses on providing relief from the symptoms, pain, and other duress – physical, psychosocial, or spiritual – of any illness, with the goal to improve quality of life for both the patient and the family. The diagram to the right highlights BHV's contributions to a complete PC model, with a local hospital providing the clinical components.

BHV's three core services – Volunteer Companionship, Education, and Grief and Bereavement Support – provide the non-clinical components of a PC model. By collaborating with local hospitals to contribute our community-based services to the community and to families, BHV can ensure that current and future patients have access to psychosocial support, spiritual health resources, volunteer respite for primary caregivers, and bereavement support to family and caregivers following a death, ultimately improving health outcomes for those who survive the patient.

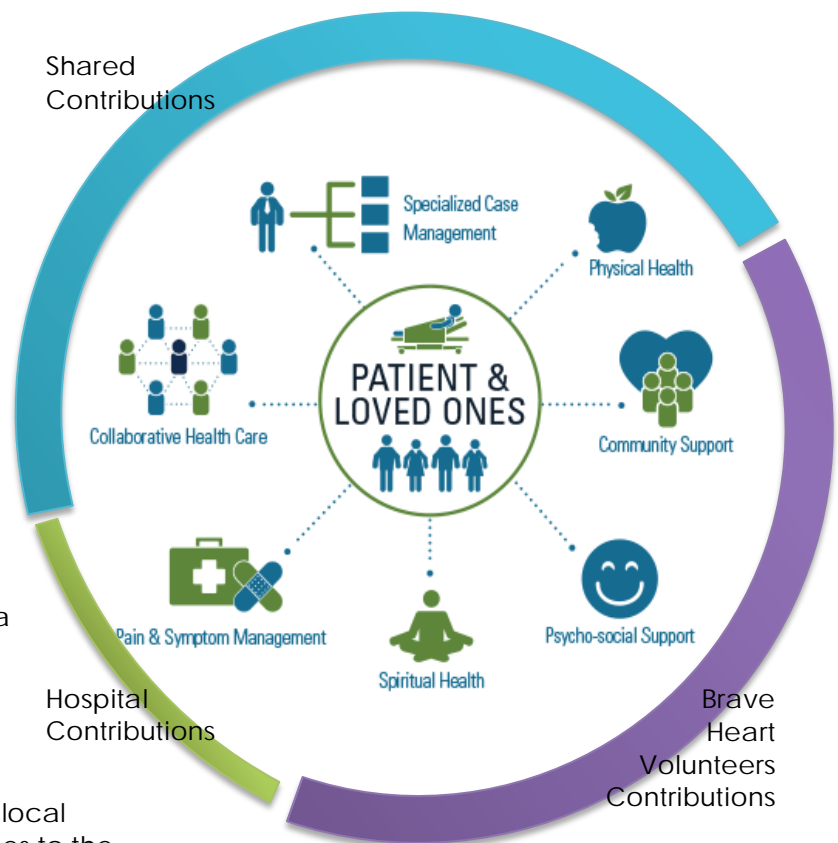
What documented needs does this project address?

Sitka has a large population over age 65 and over age 80, a much higher percentage than the state average and is projected to increase rapidly. An increase in elders experiencing illness, pain, and frailty is certain to increase the number of family (unpaid) caregivers caring for older adults. Acute Stress (or "Chronic Stress") Disorder is endemic to the family caregiver population, causing high risks for elder abuse/neglect, along with high rates of serious illness and chronic conditions following the care of a loved one, often requiring yet another family member to step into the high stress role of unpaid caregiver. This cycle continues uninterrupted unless caregivers are given consistent support, education, and respite from the role. The challenges of caregiving are exacerbated by unresolved grief, which, when left unaddressed, routinely results in poor mental health outcomes for the griever, including depression, anxiety, substance use, and suicidality. Sitka's high ACE scores for adults (BRFSS) also indicate that as the senior population increases, our community will experience a higher-than-usual prevalence of chronic diseases, one of the most significant and long-lasting consequences of adverse childhood experiences. Additionally, Sitkans who took the MAPP survey in 2015 indicated that elder services were one of the top 3 health concerns for Sitka, showing that Sitka is prepared to acknowledge and take action to create a better system of support for elders and those who are chronically ill.

Does the funding from this request help leverage other funds for the project? How?

City of Sitka's General Fund for Nonprofits Grant is the most effective demonstration of local support and investment in the mission of BHV (a critical requirement of outside granters) and is invaluable for leveraging other grants, especially given the organizational transition that BHV is pursuing. With City of Sitka support, upcoming grant proposals to the Rasmuson Foundation, the Alaska Community Foundation, the Alaska Mental Health Trust Authority and the Robert Woods Johnson Foundation will be dramatically more competitive. Additionally, funds donated in the memory of Ryan Kauffman have been leveraged to create an inter-organizational PC team, the establishment of which is a key strategic objective for the nursing department at Sitka Community Hospital for 2016 and already underway.

The Palliative Care Model



Organizational Capacity

Track Record: Brave Heart Volunteers has an impeccable track record for grant reports and program delivery. Since our inception, 100% of grant requirements have been met or exceeded.

Community Support: Stress, grief, and loss are universally experienced in caregiving, whether you're an unpaid family caregiver or a seasoned primary care provider. Brave Heart Volunteers provides caregivers in Sitka with the support they need. In return, BHV has received generous community support. Many beneficiaries of Brave Heart Volunteers services become in-kind or financial donors or elect to become volunteers themselves.

On June 23, 2016, members of the Board of Directors met with the Director of Nursing and staff from SCH Home Health to develop an integrated approach for improving palliative care and geriatric education (including caregiver support and topics on end of life.) SCH is pleased to have a community-based partner with the expertise in education, volunteer companionship programming and emphasis on grief and bereavement services. Our Therapeutic Care Director is receiving certification in Counseling in October and for the first time will be able to bill for grief and bereavement programs and development of care plans with oversight from physicians and nurse practitioners from SCH. Sitka Community Hospital has appreciated our recent six month education series on "Dying Matters: Let's Talk About It." Our focus has been on advanced directives, information about the "dying process" and providing Sitkans advance information on the logistics of death of a loved one. This type of information can help build resiliency for individuals, families and the community at large. Attendance at these gatherings has far exceeded expectations; we are striking a chord in our community about the need to talk about death. Fifty people attended our presentation on advanced directive planning and 25 people attended our gathering at the local funeral home and cemetery tour.

As mentioned above, there has been significant change at BHV in the last 12 months and this has allowed the organization to refocus on core services, increase efficiency of service provision, and cut programs that do not immediately align with our developing strategic direction (e.g. youth grief programming, art therapy for people with ADRD, Caregiver Luncheons, etc.). Lily Herwald served as the interim director at Brave Heart Volunteers from July 2015 to August 2016 and will continue to work with BHV as a liaison with SCH and other healthcare organizations to help develop a collaborative model that integrates BHV program delivery with the administrative infrastructure available through larger healthcare institutions, in hopes of generating sufficient revenue streams to make BHV's volunteer companionship, education, and grief support services affordable and available, in the long-term, to Sitkans who need them most.

This effort to restructure could not be more timely, as the development of a robust palliative care system has never been more important. BHV has made great strides to reach a new level of organizational sustainability to meet growing community needs in the face a rapidly changing financial landscape in our community and state. With City and Borough of Sitka support, BHV will have the ability to continue to offer their essential services to Sitkans while executing an innovative plan to make our operations truly sustainable in partnership with local healthcare organizations, an adaptive and ultimately necessary response to the challenges and opportunities of the day.

Board Attendance: BHV has seven board members with 12-month attendance rate of 93%. The board meets monthly, all absences are excused. On average, board members miss one meeting per calendar year.

Board

Sherie Mayo – President
Aleeta Bauder – Vice-President
Karen Boyer – Treasurer
Dennis Longstreth – Co-Secretary
Dr. Kevin Settles, MD - Vice President
Ruth Culp – At-Large
Michele Friedman – At-Large

Jean Frank – Founder
Margaret Andrews – Honorary
Fr. Dave Elsensohn – Honorary

Officers
Brita Speck – Legal Advisor
Nancy Leclair-Davidson – Finance Advisor

2015 and 2016 Budget and Anticipated Revenue Streams

2015 Budget (Actual) Income	
Total Donations	105,586.42
Total Fundraisers	15,854.75
Total Grants	202,322.58
Total Interest Income	3,430.88
Total Income	\$327,176.63
Expense	
Total Contracted/Professional	19,321.56
Total Insurance	6,758.87
Total Fundraiser Expense (event expenses, gifts for Volunteer	2,060.12
Jesuit Volunteer Corp. (JVC)	3,160.88
Total Technical Support	2,109.93.00
Total Other (bank service charges)	720.18
Total Other Types of Expenses	5,332.02
Total Payroll Expenses	263,996.57
Total Supplies (printing, office supplies, training supplies)	16,420.56
Telephone, Internet, Fax	4,191.93
Total Travel, Conference & Training	24,298.91
Total Expense	\$348,371.53

Grants Received 2015
 Sitka Women's Club
 USCG Spouses' and Women's Association
 Alaska Mental Health Trust - Beneficiary Program
 Sitka AK Permanent Charitable Trust
 City and Borough of Sitka
 Crossett Foundation
 White Elephant
 Institute for Healthcare Improvement
 New York Life Foundation
 Alaska Community Foundation
 Alaska Humanities Forum

2016 Budget (projected)

Income	
Donations	82,647.00
Fundraisers	25,400.00
Grants	118,127.00
Interest Income	50.00
Total Income	\$226,224.00
Expense	
Total Contracted/Professional (Pick Click Give registration fees, Foraker membership, post office-box rent, biennial reporting, and charitable registration fees).	8,991.67
Total Insurance	8,313.60
Printing	700.00
Advertising and Promotion	1,750.00
Fundraiser Expense	2,000.00
Health Summit Initiatives	6,500.00
Memberships and Dues	750.00
Other (operations and bank service charges)	320.00
Payroll Expenses	180,718.92
Supplies (postage, office supplies, training supplies)	1,810.00
Telephone, Internet, Fax	4,150.00
Travel, Conference & Training	27,687.00
Accounting	4,500.00
Indirect O/H	4,125.00
Total Expense	\$252,296.19

Grants Received and Anticipated 2016-2017

Alaska Mental Health Trust
 Alaska Community Foundation
 City and Borough of Sitka
 First Bank
 Holland America
 White Elephant
 Sitka AK Permanent Charitable Trust
 Douglas-Dornin
 Robert Woods Johnson Community Health Prize
 Murdock Foundation

Project Budget FY 2017

Budget Category	FY17 budget proposed for CBS General Fund Grant Project
Personnel Amount:	Requested: \$20,000.00 Match: \$29,156.00
Personnel Budget Description:	<p>The combined total for Personnel Services requested is \$20,000. All Personnel Services totals are budgeted for the full 12 months of the project. This is for our Therapeutic Care Director and Volunteer Manager.</p> <p>Therapeutic Care Director Requested: \$12,000 @ \$30 per Hour x 400 hours over the course of the project Match: \$12,000 BHV IN-KIND @ \$30 per Hour x 400 hours</p> <ul style="list-style-type: none"> • Providing direct services to grieving individuals and families, participation in palliative care team training. • Remaining time will be dedicated public educational efforts. Evaluation tools will be developed to assess the quality and impact of program services and the progress of beneficiaries, families and caregivers in meeting their care plan goals and objectives in partnership with Sitka Community Hospital. <p>Volunteer Manager Requested: \$8,000 @ \$20 per Hour x 33 Hours per Month Match: \$8,000 - BHV INKIND @ \$20 per Hour x 33 hours per Month The majority of the Volunteer Manager's time is allocated to recruiting and managing volunteers, conducting intakes for requests for care receivers and assisting in education programming.</p> <p>Executive Director Requested: \$0 @ \$38.15 per Hour x 0 Hours per Month Match: \$9,156 BHV INKIND @ \$38.15 per Hour x 20 Hours per Month Time will be allocated to activities such as organizational restructuring conversations and partner development and focus on fundraising through donor development and grant writing, in addition to supporting the activities of the Volunteer Manager and Therapeutic Care Director.</p>
Travel Amount:	Requested: \$0 Match: \$950 BHV IN-KIND
Travel Budget Description:	Our Therapeutic Care Mgr., Erin Matthes, has the required number of "supervised hours" required for her eligibility to take the National Counselors Exam. The benefit to Brave Heart is that her services will be billable thus creating a revenue stream for BHV (therapy group sessions, end of life conversations, etc.) Airfare \$650; Lodging: \$150 x 2 = \$300
Total Project Amt:	<p>Requested: \$20,000.00 BHV Match: \$30,106.00 Total: \$50,106.00</p>

Required Documents

Included in this request are the following documents:

- ♥ IRS 501c3 designation
- ♥ CBS Liabilities Form
- ♥ Current State of Alaska Nonprofit organization business license

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 14 2006

Employer Identification Number:

DLN:

SITKA S FAITH IN ACTION INC
PO BOX 6336
SITKA, AK 99835

Contact Person:
THOMAS C KOESTER ID# 31116
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated October 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

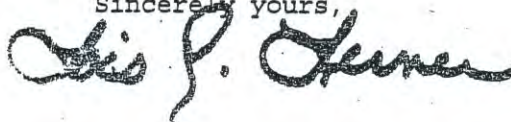
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Alaska Business License #

1041203

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

BRAVE HEART VOLUNTEERS, INC.

PO BOX 6336 SITKA AK 99835

owned by

BRAVE HEART VOLUNTEERS, INC.

is licensed by the department to conduct business for the period

August 19, 2016 through December 31, 2017

for the following line 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.

Chris Hladick


Brave Heart Volunteers

CBS Liabilities Form

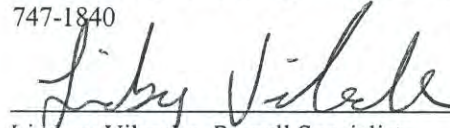
- Property Tax


Hannah Nelson, Tax Accountant
747-1853

- Sales Tax


Kristy Crews, Accounting/Sales Tax Clerk
747-1840

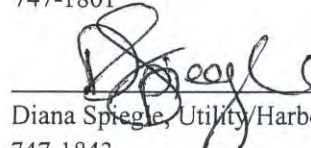
- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

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

Name of Organization: Sitka Counseling and Prevention Servcies, Inc.

Alaska State Business License Number (if applicable): 298434

Name of Contact Person: Amy Zanuzoski

Phone: 907-747-3636 x237

Email: amyz@scpsak.org

Mailing address: 113 Metlakatla 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
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$8,000.00

Match Dollars Committed: \$15,600.00

Percentage: 66%

Sources of Matched Dollars: Unrestricted Income

Brief Description of the Purpose of the Grant: The CBS Grant will allow us to demonstrate community support to leverage more prevention funding (Last years grant was leveraged to attain a state grant for precription opioid and heroin prevention in the amount of \$150,000.00 per year for up to four years.) We are looking to receive a Drug Free Communities Grant in late September (\$125,000.00/yr for 10 years). Specifically, these funds would help pay for needed materials, services and supplies the grants will not cover. It will help develop data gathering systems within the community to etsabliish need for the larger grants and provide for ongoing evaluation of whether or not we are being effective in the prevention efforts.

I, Amy Zanuzoski, 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: 07-29-2016

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

Sitka Counseling and Prevention Services, Inc. is applying for the annual grant in the Human Services category.

The grant will be utilized to further behavioral health related prevention efforts within Sitka. Awarding of this grant will demonstrate community and City and Borough of Sitka support, allowing us to leverage additional funding from state and national sources. Last year's grant helped develop a coalition of community members/organizations which allowed us to apply for and receive a state grant to address prescription opioid and heroin use/abuse in the amount of \$150,000.00 per year for up to four years. This money will be shared with other community partners who wish to collaborate as a coalition to address these issues. We also applied for a Federal Drug Free Communities Grant which will be announced in late September. Again the funding will be shared with other community partners to address tobacco, alcohol and marijuana substance use, misuse and abuse in youth through the coalition based structure.

Specifically, the CBS Grant will be used to offset costs for materials, services and supplies which are not covered under the state and federal grants. The grant will also help develop a community wide data gathering system and process to help establish the need for behavioral health related prevention efforts; then evaluate the prevention efforts to see if we are having an impact. At this point no consistent and reliable system for data gathering exists.

The administering of the grant monies will be done through Sitka Counseling and Prevention Services, Inc. under the direction of the HOPE Coalition members and partners. Coalition staff will perform the "day to day" work necessary to achieve the desired outcomes. The Financial Director of Sitka Counseling and Prevention Services, Inc. will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

The target population for the prevention efforts is youth and young adults ages twelve to twenty-four, although the collective impact should reach across the lifespan and create positive changes community wide. This will contribute to the overall health and wellness of our community.

Prevention efforts have already been initiated with the help of previous CBS grant funding, Sitka Counseling and Prevention Services, Inc. funds and most recently the State of Alaska SPF-PFS Grant. A core group of 10-24 community members of the HOPE Coalition have been meeting regularly for a year and have delivered several prevention programs. The coalition has been involved in a number of community initiatives such as Kick Butts Day, Sitka Health Summit, Town Hall on Underage Drinking, Mt. Edgecumbe High School Health Fair, prevention displays at local schools and providing Mental Health First Aid Training. With this CBS Grant and the state grant just received, the prevention efforts will be expanded, better coordinated and more effective.

Sitka Counseling and Prevention received previous CBS grants in 2005(\$23,449.00), 2006(\$15,000.00), 2007(\$15,000.00), 2008(\$5,000.00), 2009(\$20,000.00), 2010(\$7,000.00), 2011(\$5,000.00), 2012(\$3,000.00) then in 2015(\$7,714.00) and 2016 (\$7,581.00).

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations

Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

The ultimate success will be measured by a reduction in the number of people indicting current use of the targeted substances, and increases in the perception of risk and harm, parental disapproval and peer disapproval measured either through the Youth Risk Behavior Survey or a locally developed survey.

Additional data which would indicate success would be reduced ER visits for the targeted substances, less citations for public intoxication/minor consumption, driving under the influence, reduced incidents of prescription drug involvement by police and substance related deaths.

Other process related outcomes would be linked to the number of presentations, workshops and community education events which occurred as well as documented involvement in the HOPE Coalition. Each state and federal grant has additional outcome requirements which would also need to be met. These outcome measures would be documented through coalition meeting sign-in sheets and an "Outputs Log" maintained by coalition staff.

The immediate tangible benefit to the community would be a reduction in public intoxication, reduced citations for minor consumption, fewer DUI's and fewer community disruptions. This would then lead to less law enforcement time being devoted to these areas.

Indirect benefits would be less medical emergencies and strain on medical/emergency services. Since substance use, misuse and abuse is related to community disorganization, domestic violence and adverse childhood experiences, these would also be long range benefits. Long term, our community would be a healthier and safer place to live.

Some of the benchmarks which would indicate things are going in the right direction are as follows:
Assessment Related:

- Establish a committee to develop data gathering and evaluation instruments (by 9-30-2016)
- Assessment of organizational, fiscal, and leadership capacity (by 9-30-2016)
- Analysis of resources: programs, facilities, key individuals and leaders, potential partnerships, gaps (by 10-24-2016)
- Conducting a community readiness assessment (by 11-28-2016)
- Collecting relevant local data (by 4-30- 2017)
- Coalition-led prioritization process of intervening variables (by 6-30- 2017)
- Coalition review and analysis of needs, resources, and readiness as it relates to the priority areas (by 6-30-2017)

Programmatic related

- Increase in HOPE Coalition membership (by 10-31-2016)
- Presentations for community organizations (three by 12-31-2016)
- Develop two PSA's (by 12-31-2016)
- Place four resource material displays around community with stocked resource materials (by 12-31-2016)
- Establish one policy change to reduce youth access to one of the targeted substances (by 12-31-2016)
- Partner with a minimum of three partners on their projects/programs (by 5-28-2017)
- Establish one policy change to reduce access (over prescribing) to prescription opioids (by 6-31-2017)

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations

Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

The development of an Alcohol, Tobacco and Other Drug Coalition is in alignment with the Human Services category, by establishing a mechanism to promote a drug free community and the communities focus on health and wellness. The focus on alcohol, tobacco and other drug prevention would increase both individual and community health. Discussions with the Chief of Police indicate prescription drugs and heroin use/abuse are rising in the community. By addressing the issues surrounding these two substances early on, the community can reduce the negative impact.

According to the latest CBS Comprehensive Plan found (2007), the following sections pertain to the need for substance use/abuse prevention and education activities:

- 2.2.5. Protect the health and well-being of local people and their surroundings;
- 2.10.1. To actively promote and seek funding for services and activities which facilitate the well-being of the community and all its members,
- 2.10.5. To commit to the following prevention and early intervention programs which will reduce social problems in the community:
 - E. Community wide substance-abuse awareness education.
- 2.11. The City and Borough Assembly encourages healthy lifestyles and activities within the community, and will strive to work towards the provision of human services for all members of the community. Health needs and community services may include but not be limited to the items listed below:
 - A. Health and social services, Behavioral health services
 - 2. Substance abuse services – alcohol, other drugs, and tobacco products
 - 3. Other behavioral health services
 - C. Healthy youth and elder activities and services
 - D. Educational and community forums and programs to promote healthy activities and recreational opportunities, safety, and healthy nutrition options in schools and in the community

When combined with the Sitka School District 2015 Youth Risk Behavior Survey results related to current use and key predictors for increased use and abuse of substances, there appears to be a high need (see data below). (KEY: Numbers are percentages. ASA=Above State Average, BSA= Below State Average, UF=Up From, DF=Down From, NC=No Change)

	Alcohol	Tobacco	Marijuana	Prescription drugs
Current use: (used substance at least once in past 30 days)	24.9 ASA	20.4	18.4 UF 2013	8 ASA
Binge drank (Significantly above state average) —————→	17.2 ASA			
Percentage of students who think using the substance has great risk of harm	33.8 DF 2013	63.3 DF 2013 (cigs only)	16.2 UF 2013	57.2
Percentage of students who think there is no chance of being seen as cool if they use the substance	57.4 UF 2013	81.3 UF 2013	51.1 DF 2013	
Percentage of students whose parents consider it very wrong for them to use the substance	54 DF 2013, BSA	81.3 DF 2013 ASA	53 DF 2013 BSA	79.7 ASA

Does the funding from this request leverage other funds for the project? How?

Yes, it already has. By leveraging last year's funds, we were able to apply for and receive an Alaska State grant in the amount of \$150,000.00 per year for up to four years to respond to prescription drug and heroin use/abuse. Continued documented support for prevention efforts also allowed us to apply for a \$125,000.00 per year for up to ten years DFC grant which we will find out about at the end of September. Continued support will allow us to apply for additional grants. In addition Sitka Counseling and Prevention Services, Inc. contributed significant funding for prevention efforts and will continue this support.

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations

Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

Sitka Counseling, formed through the merger of services of Sitka Prevention & Treatment Services and Sitka Mental Health Clinic, dba Islands Counseling Services, Sitka Counseling has provided behavioral health prevention, treatment and counseling services to Sitka for over 26 years. and has proven itself capable of delivering and managing grants for the community's prevention, treatment and counseling needs. Sound financial practices are in place of which several outside audits have confirmed. The Coalition Director has a Masters Degree in guidance and counseling with concentrations in substance abuse and family systems counseling. He was a Prevention Fellow through the Substance Abuse and Mental Health Services Administration/US Department of Health and Human Services for three years and was trained extensively in coalition building, community assessment, prevention strategies and evaluation techniques. He worked for and helped grow a highly successful community coalition in the State of Nevada and while there developed a social norm campaign which has been adopted state wide and is still being utilized.

Community Support: The HOPE Coalition has been in existence for over a year, with consistent membership between 10-24 people representing 12 sectors of the community and good diversity. The Health Needs and Human Services Commission supports the coalition as has the City and Borough of Sitka. Strong partnerships exist with the Sitka Community Hospital, SEARHC, Youth Advocates of Sitka, St. Peters Episcopal Church, Brave Heart Volunteers, Sitka Counseling, Lakeside-Milam Recovery Centers, Sitka Police Department, Sitka School District and Student Government and other community organizations and businesses. Signed Coalition Involvement Agreements are on file.

Board Attendance/ Board Members and Officers

Sitka Counseling's board members include Stan Filler– President, Dave Miller – Vice President, Vicki Keele Secretary/Treasurer, Margret Andrews, Ken Davis, Julie Platson and Robert 'Chip' Korngiebel Jr.. Our board has longevity, with some members standing for more than twenty years. They attend monthly policy and direction meetings and special purpose committees.

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations
Applicant: HOPE Coalition/Sitka Counseling

Budget

City and Borough of Sitka Annual Grants from General Fund
Application packet

Attachment - Detailed Budget for the Project FY2017

Cost Category	FTE	CBS AWARD	MATCH CASH	PROJECT TOTAL
Personnel				
Program Coordinator	1.00	\$ 5,000.00	\$10,000	\$ 15,000.00
Fringe Benefits at 26%			\$ 2,600	\$ 2,600.00
Total Personnel	1.00	\$ 5,000.00	\$12,600	\$ 17,600.00
Facility Rent		\$ -	\$ 3,000.00	\$ 3,000.00
Total Facility			\$ 3,000.00	\$ 3,000.00
Supplies				
Office Supplies		\$ 600.00		\$ 600.00
Food		\$ 400.00		\$ 400.00
Total Supplies		\$ 1,000.00		\$ 1,000.00
Equipment				
Equip. Maintenance		\$ 500.00		\$ 500.00
Total Equipment		\$ 500.00		\$ 500.00
Other				
Printing/Advertising		\$ 1,500.00		\$ 1,500.00
Total Other		\$ 1,500.00		\$ 1,500.00
TOTAL DIRECT COSTS		\$ 8,000.00	\$ 15,600.00	\$23,600.00

Itemized list of grants:

Department of Behavioral Health Treatment and Recovery Comprehensive \$836,995.00

Department of Behavioral Health Rural Human Services \$65,000.00

Department of Health and Social Services, Strategic Prevention \$150,000.00

SAMSHA, Drug Free Communities Support Program \$125,000.00 (pending)

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08/22/16

Accrual Basis

SITKA COUNSELING AND PREV

Profit & Loss Budget vs. Actual

July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Income				
4100 • Grant Revenue	1,118,470.00	1,110,889.00	7,581.00	100.7%
4101 • Mini-Grants Revenue	200.00	50.00	150.00	400.0%
4105 • Contract Revenue	19,352.70	2,778.00	16,574.70	698.6%
4114 • Parenting Class Fees	75.00	75.00	0.00	100.0%
4200 • Client Fees	2,292,671.36	1,601,120.32	691,551.04	143.2%
4250 • Other Fees	6,302.13	5,000.00	1,302.13	126.0%
4270 • Food	22,797.91	25,000.00	-2,202.09	91.2%
4271 • AW Room Fees	58.55	0.00	58.55	100.0%
4300 • In-Kind Services	0.00	0.00	0.00	0.0%
4400 • Unrestricted Income				
4410 • Interest Income	297.26	0.00	297.26	100.0%
4420 • Donations - Local	8,600.00	2,000.00	6,600.00	430.0%
4422 • Donations - Board Member	40.00			
4424 • Donations - Harbor Lights	3,030.00	0.00	3,030.00	100.0%
4426 • Donations - Family Center	3,000.00	0.00	3,000.00	100.0%
4428 • Donations - Christmas Bazaar	4,062.99	4,000.00	62.99	101.6%
4440 • United Way	148.49	0.00	148.49	100.0%
4445 • Miscellaneous Income	150.00	0.00	150.00	100.0%
4450 • Recovery Of Bad Debt	2,155.13	0.00	2,155.13	100.0%
4455 • AW Social Rec Fund	360.00	0.00	360.00	100.0%
4460 • Facility Rental	79,746.07	84,000.00	-4,253.93	94.9%
Total 4400 • Unrestricted Income	101,589.94	90,000.00	11,589.94	112.9%
4491 • Flume Circle Reimbursements	20,901.40	25,920.00	-5,018.60	80.6%
4492 • Rep Mgmt Fee	0.00	0.00	0.00	0.0%
Total Income	3,582,418.99	2,860,832.32	721,586.67	125.2%
Cost of Goods Sold				
4600 • Adjustments				
4601 • Sliding Fee W/O	121,172.45	50,000.00	71,172.45	242.3%
4607 • Medical W/O	236,147.91	100,000.00	136,147.91	236.1%
4609 • Client Fees/Write Offs	155,199.90	41,000.00	114,199.90	378.5%
4610 • Bad Debt Write Off	22.00	0.00	22.00	100.0%
4612 • Miscellaneous Adjustments	5,334.50	6,500.00	-1,165.50	82.1%
Total 4600 • Adjustments	517,876.76	197,500.00	320,376.76	262.2%
Total COGS	517,876.76	197,500.00	320,376.76	262.2%
Gross Profit	3,064,542.23	2,663,332.32	401,209.91	115.1%
Expense				
5100 • Personal Services				
5101 • Wages	1,649,204.35	1,776,176.00	-128,971.65	92.9%
5175 • Payroll Taxes	133,260.30	196,403.00	-63,142.70	67.9%
5176 • Retirement	21,058.71	52,290.00	-31,231.29	40.3%
5177 • Health Insurance	154,417.20	213,112.00	-58,694.80	72.5%
Total 5100 • Personal Services	1,957,940.56	2,237,981.00	-280,040.44	87.5%
5200 • Travel				
5210 • Local Mileage	6,425.49	6,180.00	245.49	104.0%
5215 • Travel - Training	26,582.06	25,605.00	977.06	103.8%
5220 • Travel - Business	923.00	6,743.00	-5,820.00	13.7%
5230 • Training/Tuition	31,291.14	24,201.00	7,090.14	129.3%
Total 5200 • Travel	65,221.69	62,729.00	2,492.69	104.0%
5300 • Facility				
5310 • Rent	200.00	74,513.00	-74,313.00	0.3%
5312 • Facility Depreciation	0.00	70,743.00	-70,743.00	0.0%
5313 • Interest - USDA	0.00	5,500.00	-5,500.00	0.0%
5314 • Interest - FNBA	0.00	3,000.00	-3,000.00	0.0%
5315 • Interest-Sitka Recovery Campu	0.00	66,200.00	-66,200.00	0.0%
5320 • Telephone	24,557.37	30,112.00	-5,554.63	81.6%
5325 • Utilities	48,627.32	48,000.00	627.32	101.3%
5330 • Maintenance & Repairs	13,526.62	9,029.00	4,497.62	149.8%
Total 5300 • Facility	86,911.31	307,097.00	-220,185.69	28.3%
5400 • Supplies				
5410 • Office Supplies	7,720.42	5,350.00	2,370.42	144.3%
5415 • Program Supplies	7,014.22	7,608.00	-593.78	92.2%
5425 • Household Supplies	5,271.39	6,550.00	-1,278.61	80.5%
5430 • Food Supplies	29,438.44	29,300.00	138.44	100.5%
5431 • Food Residential Programs	0.00	0.00	0.00	0.0%
5440 • Postage	2,842.17	2,746.00	96.17	103.5%
Total 5400 • Supplies	52,286.64	51,554.00	732.64	101.4%

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08/22/16

Accrual Basis

SITKA COUNSELING AND PREV

Profit & Loss Budget vs. Actual

July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
5500 • Equipment				
5510 • Equipment Purchases/Rental	17,973.84	16,719.00	1,254.84	107.5%
5516 • Equipment Maintenance	11,826.33	6,330.00	5,496.33	186.8%
Total 5500 • Equipment	29,800.17	23,049.00	6,751.17	129.3%
5600 • Other				
5610 • Audit	16,468.09	16,362.00	106.09	100.6%
5613 • UA Testing	1,313.10	2,876.00	-1,562.90	45.7%
5616 • Professional Fees/Licenses	3,375.99	1,030.00	2,345.99	327.8%
5618 • CARF Accreditation Fees	0.00	10,000.00	-10,000.00	0.0%
5619 • Dues/Subscriptions	1,103.00	1,000.00	103.00	110.3%
5628 • Individualized Services	586.19	970.00	-383.81	60.4%
5633 • Advertising/Printing	8,139.79	4,670.00	3,469.79	174.3%
5635 • Insurance	72,322.30	102,155.00	-29,832.70	70.8%
5647 • Background Checks	1,630.99	2,200.00	-569.01	74.1%
5660 • Pre Employment Screening	2,632.00	2,121.00	511.00	124.1%
5653 • Administrative Costs	425.00	675.00	-250.00	63.0%
5654 • Impementation Funds	0.00	0.00	0.00	0.0%
5656 • Recruitment Costs	2,000.00	3,400.00	-1,400.00	58.8%
5670 • Contracted Services	57,418.00	24,583.00	32,835.00	233.6%
5675 • Cont Services - Nurse	30,695.54	30,218.00	477.54	101.6%
5680 • Cont Services - Med Director	37,705.12	35,000.00	2,705.12	107.7%
Total 5600 • Other	235,815.11	237,260.00	-1,444.89	99.4%
5800 • Miscellaneous				
5810 • Bank Charges	2,649.85	2,200.00	449.85	120.4%
5816 • Finance Charges	235.67	3,000.00	-2,764.33	7.9%
5825 • Interest - Line Of Credit	0.00	2,000.00	-2,000.00	0.0%
5840 • Reimbursable Expenses	-1,828.85	0.00	-1,828.85	100.0%
5860 • Christmas Bazaar	610.20	750.00	-139.80	81.4%
5880 • Miscellaneous Expense	12.33	0.00	12.33	100.0%
5800 • Miscellaneous - Other	0.00	0.00	0.00	0.0%
Total 5800 • Miscellaneous	1,679.20	7,950.00	-6,270.80	21.1%
6000 • Room to Grow				
6016 • Sitka Recov Renovation - South	0.00	0.00	0.00	0.0%
Total 6000 • Room to Grow	0.00	0.00	0.00	0.0%
66900 • Reconciliation Discrepancies	-268.19	0.00	-268.19	100.0%
Total Expense	2,429,386.49	2,927,620.00	-498,233.51	83.0%
Net Income	635,155.74	-264,287.68	899,443.42	-240.3%

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08/22/16
Accrual Basis

SITKA COUNSELING AND PREV
Balance Sheet
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
1115 · 1st Bank Operating	190,742.29
1120 · 1st Bank Food Stamp Checking	1,833.74
1130 · FNBA Savings	1,560.06
1137 · 1st Bank - USDA Loan SJC Rsrv	36,059.53
1145 · First Bank - USDA Loan IRR Rsrv	27,791.20
1150 · Endowment Fund/Charles Schwab	5,000.09
1160 · Petty Cash	200.00
Total Checking/Savings	263,186.91
Accounts Receivable	
1200 · Accounts Receivable	8,694.50
Total Accounts Receivable	8,694.50
Other Current Assets	
12000 · Undeposited Funds	51,573.00
1225 · Client Fee Receivables	797,319.68
1227 · Allowance For Doubtful Accts	-481,599.12
1241 · Exparte Receivables	12,963.92
1245 · Employee Advances	-300.00
1250 · Prepaid Expenses	119,102.70
Total Other Current Assets	499,060.18
Total Current Assets	770,941.59
Fixed Assets	
1310 · Building Indian River Road	752,346.97
1315 · Property & Equipment	68,362.98
1330 · Land - Sitka Recovery Campus	408,868.10
1331 · Land Improvements	10,300.00
1335 · Building-Sitka Recovery Campus	1,694,206.97
1340 · Parking Lot-Sitka Recov Campus	32,683.00
1360 · Accumulated Depreciation	-731,831.60
4900 · Sale of Assets	-39,692.43
Total Fixed Assets	2,195,243.99
TOTAL ASSETS	2,966,185.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 · Accounts Payable	4,744.70
Total Accounts Payable	4,744.70
Other Current Liabilities	
2120 · Payroll Liabilities	
2121 · 941 Payable	1,040.80
2130 · ESC Payable	6,074.23
2141 · Health Insurance Payable	15,672.42
2120 · Payroll Liabilities - Other	74.24
Total 2120 · Payroll Liabilities	22,861.69
2220 · Security Deposits	8,545.00
2230 · Medicaid Advance	86,239.00
Total Other Current Liabilities	117,645.69
Total Current Liabilities	122,390.39

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08/22/16
Accrual Basis

SITKA COUNSELING AND PREV
Balance Sheet
As of June 30, 2016

	Jun 30, 16
Long Term Liabilities	
2337 - Note Payable - Rural Developmen	106,836.20
2338 - Note Payable - FNBA	58,450.72
2339 - Note Payable Sitka Recovery Cam	1,380,354.19
Total Long Term Liabilities	1,545,641.11
Total Liabilities	1,668,031.50
Equity	
3100 - Unrestricted Net Assets	657,998.34
3110 - Endowment Fund Balance	5,000.00
Net Income	635,155.74
Total Equity	1,298,154.08
TOTAL LIABILITIES & EQUITY	2,966,185.58

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations
Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

Required Documentation

CBS Liabilities Form

Copy of nonprofit documentation

Current State of Alaska nonprofit organization business license.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248162362
Feb. 17, 2016 LTR 4168C 0
91-1833550 000000 00

00016576

BODC: TE

SITKA COUNSELING & PREVENTION
SERVICES INC
113 METLAKATLA ST
SITKA AK 99835



038248

Employer ID Number: [REDACTED]
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Feb. 05, 2016, regarding your tax-exempt status.

We issued you a determination letter in April 2004, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate 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)(vi).

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 a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

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Feb. 17, 2016 LTR 4168C 0
91-1833550 000000 00
00016577

SITKA COUNSELING & PREVENTION
SERVICES INC
113 METLAKATLA ST
SITKA AK 99835

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SITKA COUNSELING AND PREVENTION SERVICES, INC

113 METLAKATLA ST SITKA AK 99835

owned by

SITKA COUNSELING AND PREVENTION SERVICES, INC.

is licensed by the department to conduct business for the period

December 18, 2015 through December 31, 2017
for the following line 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.


Chris Hladick

Sitka Counseling and Prevention Services, Inc.
113 Metlakatla Street Sitka, AK 99835
907-747-3636
CBS Liabilities Form

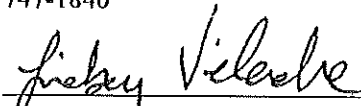
- Property Tax


Hannah Nelson, Tax Accountant Kristy CREWS
747-1853

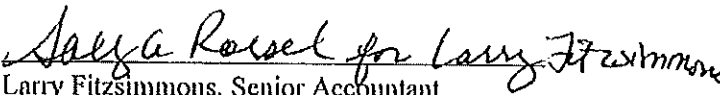
- Sales Tax


Kristy Crews, Accounting/Sales Tax Clerk
747-1840

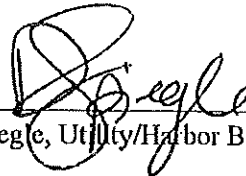
- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

Inspiring Personal Independence

SOUTHEAST ALASKA INDEPENDENT LIVING



514 Lake St, Suite C, Sitka, Alaska 99835, ph/tty: 907-747-6859, fx: 907-747-6783

August 25, 2016

Dear Mayor and Assembly Members,

Thank you for your dedication to assisting organizations that provide essential services to the citizens of your community. The process of reviewing all the received applications is appreciated.

We would remind the community that Southeast Alaska Independent Living offers more than the recreation programs that are seen around the community. On a daily basis SAIL staff are coordinating valuable and urgent services for individuals experiencing disabilities and seniors facing challenges. The services provided by our staff may be considered as valuable to Sitkans as the services the Salvation Army provides for individuals that are low income or facing hardships, or that SAFV provides for women experiencing harm. SAIL often provides urgent assistance for individuals who cannot be discharged from the hospital without medical equipment and accessibility in their home, cannot afford equipment they desperately need, require housing assistance or facing evictions, or applying for benefits to get daily needs met.

Please consider the importance of the services we provide as you review our application.

We greatly respect and appreciate your time and dedication representing the citizens of Sitka.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Nuetzel', is written over a white background.

Dave Nuetzel
Sitka Program Director

An Aging and Disability Resource Center and Partner Agency of United Way of Southeast Alaska

Information and Referral · Advocacy · Peer Support · Independent Living Skills Training
De-Institutionalization · Outdoor Recreation and Community Access (ORCA)

www.sailinc.org

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

Name of Organization: Southeast Alaska Independent Living - SAIL

Alaska State Business License Number (if applicable): 182852

Name of Contact Person: David Nuetzel

Phone: 747-6859 Email: dnuetzel@SAILinc.org

Mailing address: 514 Lake Street, Suite C, Sitka, Alaska 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
 ☐ Community Development
☐ Special Emergency Grant

Dollars Requested: \$25,000

Match Dollars Committed: \$129,785 Percentage: 84% committed; 16% requested

Sources of Matched Dollars: US Dept. of Ed, AK Dept. of Health and Social Services, Sitka Charitable Trust, White Elephant, Donations, In-kind, Fundraising, Fees for Service

Brief Description of the Purpose of the Grant: SAIL's request to provide essential, often urgent services and support to seniors and/or people with a disability. Additionally for SAIL to engage the community through accessibility assessments and education to increase inclusion of disabilities.

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

Name:



Title: Sitka Program Director

Date: August 25, 2016

1. Project Description - Grant Category: Human Services

Southeast Alaska Independent Living (SAIL)'s mission is simple. It is to *Inspire Personal Independence*. The SAIL Sitka Program empowers Southeast Alaskan seniors and people with disabilities by promoting options to live as active, productive, and involved citizens. SAIL does this by providing services and supports necessary for independent living including home modifications, assistive devices, emergency financial assistance, loans of assistive devices and durable medical equipment, peer support groups, recreation and inclusion activities, and providing educational and outreach programs to the Sitka community.

SAIL does not duplicate services provided by other agencies in a service area, instead it collaborates with existing agencies and attempts to pick up what is ‘falling through the cracks.’ Our collaborative efforts with local organizations such as Alaska Division of Vocational Rehabilitation, Center for Community, Brave Heart Volunteers, Sitka Tribe of Alaska, Baranof Island Housing Authority, Sitka School District, Sitka Counseling & Prevention, Sitka Public Library, Southeast Senior Services, CBS departments and many other agencies are a key to our success.

What will be done with the funds and who will do it: The nature of our work and mission requires SAIL services be extremely personnel intensive—in Sitka, personnel costs account for 71% of the operating budget. Our services are delivered by a Program Director/Independent Living Advocate, an Independent Living Advocate Jesuit Volunteer, an Employment Specialist and a part-time assistant. This proposal requests \$16,629 for personnel expenses to serve our consumers and to provide disability awareness presentations to the broader community and \$3,852 for operating costs necessary to deliver essential services. This proposal also requests \$500 for the Last Resort Fund (LRF) and Loan Closet. These funds provide assistance for the purchase or short term loan of home modifications or assistive devices (such as ramps, grab bars, walkers, hearing devices, etc.) to help our consumers live independently in their home, their workplace, and their community. To that end SAIL helps consumers seek other available funding prior to application for our LRF, recognizing the LRF fills in the gap when no other funding is available. Although this request for \$25,000 represents only 16% of our annual budget, support by the City is a vital piece in demonstrating community buy-in, which is critical to leveraging outside dollars to fund our core programs here in Sitka.

Who will be served: SAIL Sitka serves seniors and people of all ages and all disabilities including: physical, cognitive, neurological, and mental health disabilities. Thanks to funding received from the City and Borough last year, SAIL Sitka provided Independent Living Services to **245** individuals with significant disabilities and seniors and collaborated with numerous local agencies to ensure success. Education and awareness increased understanding of disabilities and fostering acceptance of all people. Disability Awareness and Americans with Disabilities Act (ADA) presentations will continue to be offered to the students and staff in the Sitka School District, to employees of local businesses, and to other community groups as requested. Last year **308** students and numerous business and organizations received training and education.

When will service be provided: Project services and expenses will be conducted throughout FY17.

CBS General Fund Grants previously received:

FY 2005 \$5,000;	FY 2006 \$5,000;	FY 2007 \$4,000;	FY 2008 \$8,850;
FY 2009 \$7,500;	FY 2010 \$5,000;	FY 2011 \$7,500;	FY 2012 \$5,000;
FY 2013 \$10,000;	FY 2014 \$10,000;	FY 2015 \$8,357;	FY 2016 \$4,833;

2. Expected Outcomes

Measurement of Success: The success and community benefit of this project will be measured by comparing stated objectives and outcomes (table below) against actual results. Obtaining these objectives or “outputs” is quantifiable, tangible and easily measured. Outcomes such as maintaining or increasing independence, improvement in attitudes and quality of life improvements, by nature are more difficult to measure therefore pre and post service surveys and comparison of individual goals to post-service results will be used.

Tangible Community Benefits:

Objective	Outcome
Empower two hundred (200) Sitka residents by providing Independent Living services for individualized requests (e.g. assistance securing essential life services such as housing, employment, transportation, and benefits such as Social Security, Medicaid, Alaska Public Assistance, etc.)	Sitka residents with disabilities or seniors will increase or maintain independence; increase self-esteem; become active, productive and involved citizens. Bettering the entire community.
Three hundred (300) Sitka school students and ten (10) local businesses or groups will receive disability awareness/ADA training and/or education.	A greater understanding and inclusion of seniors and people with disabilities. Local businesses voluntarily become more accessible after learning the direct benefits of removing both architectural and attitudinal barriers.
Help one hundred (100) individuals acquire necessary Assistive Technology, home modifications, durable medical equipment or funding through the Loan Closet and Last Resort Fund.	Provide more accessibility, safer environments and reduce health disparities in the home, community and work place. Allow individuals to remain in their home and community.

Evaluation/Benchmarks- SAIL maintains complete records for all services and programs both to ensure we meet the needs of our consumers and the community and to provide accurate and timely reports. We use a number of methodologies to evaluate programs and services, ascertain the project is going in the right direction, and adjust services accordingly, as noted below:

- Consumers identify specific individual goals during the original point of program entry; progress and goal attainment monitored
- All individualized and community services are documented in MiCIL, a database designed specifically for Independent Living Centers such as SAIL
- Teachers, students and businesses are surveyed before and after disability awareness training
- Quarterly and annual fiscal & narrative reporting comparing proposed to actual results
- Yearly consumer satisfaction surveys mailed to consumers and results are collated
- Website feedback links. Annual fiscal audits by the firm of Elgee, Rehfeld and Mertz CPAs. Regular site reviews by Alaska Department of Health and Social Services and the US Dept. of Education-Rehabilitation Services Administration

3. Statement of Need

Funding Category: This proposal aligns with the **Human Services** Category.

Documented Need:

According to the State of Alaska Governor's Council on Disabilities and Special Education, "it is generally accepted that 1 in 7 people have some sort of disability according to the definition used in the American with Disabilities Act." Roughly 1,294 Sitka residents experience disability. We also offer our services, as Sitka's Aging and Disability Resource Center, to everyone over 60. In Sitka there are over 1,500 seniors.

Healthy People 2020, a joint project of the US Department of Health and Human Services, Centers for Disease Control and Prevention, and the US Department of Education-National Institute on Disability and Rehabilitation Research, reported, "People with disabilities play an important and valued role in every community. All people, including people with disabilities, must have the opportunity to take part in important daily activities that add to a person's growth, development, fulfillment, and community contribution. The Disability and Health objectives highlight areas for improvement and opportunities for people with disabilities:

- 1- Reduce the proportion of people with disabilities who report barriers to obtaining the assistive devices, service animals, technology services, and accessible technologies that they need.
- 2- Reduce the proportion of people with disabilities who encounter barriers to participating in home, school, work, or community activities.

Without these opportunities, people with disabilities will continue to experience disparities, compared to the general population. The 2020 objectives were developed with extensive input from disability communities, and this partnership between the public health and disability communities must continue over the decade in order to meet the *Healthy People 2020* objectives."

The need for disability awareness education is expressed well by Judy Heumann, former Assistant Secretary at the Office of Special Education and Research Services at the United States Department of Education, when she said: "When I speak out about the oppression of people with disabilities, some professionals will ask, 'Is she bitter about being handicapped?' The answer is yes, I am bitter about being handicapped, but not about having a disability for **it is not my disability that handicaps me. It is society that handicaps me**, and my brothers and sisters, handicaps us by building inaccessible schools, theaters, buses, houses, and the list goes on. All this helps keep us in our place."

As individuals age (and we know Sitka is the fastest aging community in the state, per capita) they more often than not have need for adaptive equipment, including durable medical equipment to live more independently and safely in their homes. SAIL's Loan Closet and HomeMAP assessments are available to assist with needed accommodations so seniors can live safely and independently in their home and community of choice.

This proposal directly addresses the documented need for assistive technology, accessibility modifications, and social participation for seniors and people with disabilities and the need for education and public awareness about the subject of 'disability.'

Funding Leverage: This proposal will most definitely help SAIL Sitka leverage additional program support. Most grant applications SAIL puts forward look for demonstration of community support. Funding provided by the City of Sitka is a proven commitment to our services and to the city's support of and belief in, the necessity of our programs.

4. Organizational Capacity (track record, community support, Board attendance)

Track Record – SAIL has enjoyed an impeccable record for grant management and service delivery since its inception. The State Independent Living Council conduct an annual consumer satisfaction survey throughout the state and results show an overwhelming enthusiasm for SAIL. The agency and staff have received local, state, and national recognition for excellence. The Alaska Legislature has honored SAIL with a proclamation for providing “people with disabilities the chance to work for self-determination, equal opportunities and self-respect.” SAIL has demonstrated success for the last twenty three years, managing literally dozens of grants every year—every one, without exception, completed successfully.

Community Support – One of the agency’s biggest strengths is our ability to collaborate with others by leading and participating in community coalitions. Currently SAIL has formal agreements with numerous agencies in Sitka including the Alaska Division of Vocational Rehabilitation, Center for Community, Sitka Tribes of Alaska, Southeast Alaska Regional Health Consortium, Sitka Community Hospital, Sitka School District, Southeast Senior Services, and others. In addition to agency support, SAIL is supported financially by individual and business donors.

The support of the City and Borough of Sitka is a very important factor in our ability to leverage additional funds. The Last Resort Fund (LRF) is a fund of last resort and has a proven success rate at seeking out other agencies and alternative funding before the LRF kicks in. Most often this leads to a collaborate effort with different agencies, businesses and individuals. Though the successes we witness at SAIL could appear minor to some, for those we serve they are major.

For example, we have been working with a man who has a traumatic brain injury after being struck by a car in 1984. His brain has been very slowly recovering, but during this process he has not been able to maintain a permanent home. He would purchase a harbor boat but be forced off his boat because others believed he could not take care of himself. He would move into housing for the homeless but then be evicted when funding ran out. For the last two years he was living in a derelict boat on land that was damp and covered in mold. He was unable to afford a place to rent as it would cost him all his monthly Social Security benefits and not leave him anything for food or other essentials. SAIL has been working with him for the past few years, coordinating with housing agencies and legal services for disability rights to get him into a subsidized apartment. He now has a place of his own that he and his companion dog can call home. Another example is of an independent elder who has become frail and needed accessibility features to continue living on her own. SAIL installed a ramp so that she can use her wheelchair to leave her home. Inside her home SAIL purchased a support pole with the Last Resort Funds so that she can stand from her couch and also use bathroom independently.

Board of Directors – SAIL is pleased to have an active, engaged Board of Directors with higher than 80% attendance. As a member of the Foraker Group, SAIL has adopted their recommendation of 100% board giving, and a tracking system endorsed by them and the Rasmuson Foundation. One-hundred percent of the Board of Directors make significant annual financial contributes to SAIL.

SAIL Board Officers: Board Chair, Kate Burkhart - Douglas; Vice Chair, Elizabeth Williams Spence - Juneau; Secretary, Suzanne Williams - Ketchikan; Treasurer, Mary Gregg - Ketchikan
Members: Robert Purvis - Sitka, Cheryl Putnam - Juneau, Jason Burke - Juneau, Jeff Irwin - Gustavus

Sitka City Grant Proposal Budget FY17 and Actual Revenue and Expense FY16

EXPENDITURES				TOTAL Budget FY 2017	TOTAL Actual FY16
	FTE	This Request	Other Funds		
A. 100 Personnel Services					
Sitka staff	1.00	\$10,000	\$38,565	\$48,565	\$48,565
Admin Support	0.50	\$2,682	\$25,318	\$28,000	\$4,476
Jesuit Volunteer	1.00		\$12,000	\$12,000	\$11,729
Fringe Benefits/Payroll taxes		\$3,947	\$18,253	\$22,200	\$17,692
<i>TOTAL Personnel Services</i>		\$16,629	\$94,136	\$110,765	\$82,462
B 200 Travel					
Staff travel		\$0	\$2,000	\$2,000	\$1,300
Auto gas		\$0	\$900	\$900	\$873
<i>TOTAL Travel</i>		\$0	\$2,900	\$2,900	\$2,173
C. 300 Facility					
Office rental		\$2,147	\$9,853	\$12,000	\$12,000
Postage		\$21	\$99	\$120	\$112
Telephone		\$501	\$2,299	\$2,800	\$2,675
<i>TOTAL Facility</i>		\$2,669	\$12,251	\$14,920	\$14,787
D. 400 Supplies					
Printing & Copying		\$50	\$450	\$500	\$467
Office supplies		\$138	\$662	\$800	\$723
Program supplies		\$889	\$2,111	\$3,000	\$2,137
<i>TOTAL Supplies</i>		\$1,077	\$3,223	\$4,300	\$3,327
E. 500 Equipment					
Vehicle		\$0	\$600	\$600	\$591
<i>TOTAL Equipment</i>		\$0	\$600	\$600	\$591
F. 600 Other Operating Expense					
Accounting		\$0	\$0	\$0	\$2,500
Agency liability insurance		\$0	\$0	\$0	\$1,600
Advertising		\$0	\$300	\$300	\$50
Dues, fees, and licenses		\$0	\$0	\$0	\$850
Last Resort Fund		\$500	\$0	\$500	\$100
Education & Training		\$0	\$0	\$0	\$0
Scholarships		\$0	\$600	\$600	\$485
Tech Support		\$0	\$0	\$0	\$400
Audit		\$0	\$0	\$0	\$1,200
Fundraising expense		\$0	\$2,000	\$2,000	\$500
Indirect Cost Rate		\$4,125	\$13,775	\$17,900	\$2,250
<i>TOTAL Other Expense</i>		\$4,625	\$16,675	\$21,300	\$9,935
TOTAL PROJECT COSTS		\$25,000	\$129,785	\$154,785	\$113,275
REVENUE				TOTAL Project Budget	TOTAL Actual FY16
		Project Request	Other Funds		
Local, State, Federal grants					
Sitka City grant		\$25,000		\$25,000	\$4,833
ADRC State grant			\$61,000	\$71,000	\$55,721
HHS-ACL			\$34,385	\$34,385	\$32,851
Fundraising and Support					
White Elephant			\$2,000	\$2,000	\$3,000
Sitka Charitable Trust			\$4,400	\$4,400	\$4,400
Holland & Other Donations			\$4,000	\$4,000	\$5,000
Fundraising			\$4,000	\$4,000	\$2,470
Fees for service			\$20,000	\$10,000	\$5,000
TOTAL PROJECT REVENUE		\$25,000	\$129,785	\$154,785	\$113,275



OGDEN UT 84201-0038

In reply refer to: 0638101542
Mar. 14, 2012 LTR 6168C 0
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00032659
BOMC; TE

SOUTHEAST ALASKA INDEPENDENT LIVING
INC
SAIL
3225 HOSPITAL DR UNIT 300
JUNEAU AK 99801-7863

034190

Employer Identification Number: [REDACTED]
Person in Contact: Annette Eddy
Toll Free Telephone Number: 1-877 829-5500

Dear Taxpayer:

This is in response to your Mar. 05, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/efo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Alaska Business License # 182852

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SAIL

3225 HOSPITAL DR UNIT 300 JUNEAU AK 99801

owned by

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

is licensed by the department to conduct business for the period

October 29, 2015 through December 31, 2017
for the following line 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.

Chris Hladick


CBS Liabilities Form

- Property Tax



Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



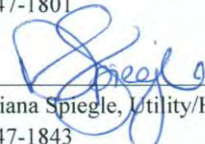
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747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

Application for Sitka City Grant
Request for Aid for Human Services
Youth Advocates of Sitka, Inc.
August 26, 2016

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET

Name of Organization: Youth Advocates of Sitka, Inc.

Name of Contact Person: Annette Becker

Phone: 907-747-3687 Email: annette.becker@sitkayouth.org

Mailing Address: 805 Lincoln Street Sitka, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
 - ☐ **Human Services**
 - ☐ Cultural And Educational
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$ 1,630.00

Match Dollars Committed: \$ 143,933.00 Percentage: % 0.1%

Sources of Matched Dollars: Alaska Mental Health Trust (\$50,000), Crossett Foundation (\$20,000), First Bank (\$5,000), White Elephant Shop (\$3,000), Wells Fargo (\$2,000), Alaska Mental Health Trust DVR-PETS (\$10,000), Department of Education & Early Development STAR grant (\$1,900), Youth Advocates of Sitka (\$52,033).

Brief Description of the Purpose of the Grant:

This grant will provide funding for the Youth Advocates of Sitka's to purchase an Ipad, Ipad stand and a month to month data plan for the first year for our point-in-sales system in our youth run business "Latitude 57" which will be opening Spring of 2017.

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

Name: Annette Becker

Title: Executive Director Date: _____

Project Description Overview

What Grant category are you applying for?

Youth Advocates of Sitka is applying for the Human Services grant category. Youth Advocates is a non-profit mental and behavioral health agency dedicated to supporting youth ages 5-21 that have been diagnosed with emotional and behavioral disorders. This year marks our 41st anniversary of providing services to our youth, their families, and the community. Our **mission** is to support the mental health of Alaska's youth and their families. Our **vision** is to empower youth to grow into healthy, happy, and productive members of our community.

What will be done with these funds?

We are requesting support from the City of Sitka to purchase an Ipad, Ipad stand, and 12-month month-to-month data plan for our point of sales system in our youth run business, Latitude 57. We will be opening this youth run business in the Spring of 2017.

Through this grant the City of Sitka will be supporting YAS's Youth Employment Program. Which has three main components; 1) Pre-Employment Life Skills Class youth learn the skills necessary for finding and securing employment. We will identify youths strengths, interests, and challenges. Topics include personal goal setting, networking, resume building, job searching, filling out job applications, financial literacy, appropriate work attire, and interviewing among others. Students also earn academic credit toward high school graduation or GED requirements for successful completion of this class. 2) Youth Run Business which specifically hires, trains, and is run by at-risk youth supported by YAS staff. Latitude 57 will be a mobile smoothie and coffee truck. Youth will be supported by a YAS Skills Trainer while they work and earn vocational credit as well as a stipend. They will gain real work experience and self-confidence which they can add to their resume and build upon in the future. Latitude 57 is scheduled to begin operations this upcoming spring 2016. ***The money that we are requesting from the City of Sitka will allow us to purchase an Ipad, Ipad stand, and one-year month-to-month data plan needed for our point of sales system in the youth run business.*** 3) Connecting youth with mainstream workforce and/or other post-secondary opportunities. Our Skills Trainers aid youth in their job search and they will refer youth to external organizations and services that will aid youth in finding employment.

Who will do it?

The Program Coordinator will be responsible overseeing the Employment Program. Including purchasing items requested in this grant and submitting the final grant report.

Who will be served?

Are target population is youth ages 16 to 21 years. YAS provides services to youth with some type of mental or behavioral health disorder that is impacting their daily functioning and often become barriers to employment.

When will this service be provided?

We have already started providing pre-employment transitional services to youth this past year. However, the youth run business aspect of our employment program is accepted to start in the spring of 2017.

Has the agency received CBS General Fund Grants previously? If so, how many, which years and for what amount?

Yes, Youth Advocates has received 4 CBS General Fund Grants previously: \$4,500 in 2012, \$4,500 in 2013, \$1,857 in 2014, and \$752 in 2015.

Expected Outcomes

How will this project be measured as successful?

We will track and record the following data to assess the impact of our project:

- Number of youth enrolled in Pre-Employment Life Skills class
- Number of youth complete Pre-Employment Life Skills class
- Parentage of youth who showed increased life skills from the Pre- and Post-program Ansell Casey Life Skills assessment
- Number of youth who work in Latitude 57
- Youth hours worked in Latitude 57
- Number of youth employed or enrolled in post-secondary program after involvement with Youth Run Business with follow-ups at 1 month, 6 months, and 12 months

What will the tangible community benefit be?

In the fall of 2013 wanted to assess whether or not these services were needed in our community. Through this process we created a Job Skills survey. We asked 98 local businesses to identify which basic skills are most important for applicants to possess when hiring for entry-level positions. We received overwhelming support from local businesses and feedback that a youth employment program was needed and that it would benefit the overall community.

Out of the 98 local businesses we contacted we received responses from 55 places of work in Sitka who also identified which desirable skills are most often lacking in job applicants. These skills include reliability, punctuality, having a strong work ethic, the ability to follow directions, responsibility, verbal communication, professionalism, and teamwork. With this data, it informed us how to best address the mismatch between skills students acquire and the needs of employers in Sitka and we have incorporated these skills into our Employment Program frame work.

All component of our employment program focuses on supporting youth with they develop the skills they need to find and keep a job. These employment-related skills, were informed by 55 local businesses and our community partners, include time management, respect, communication, good attitude/work ethic, appropriate work attire, professionalism, and interpersonal skills.

We will then work with youth to find permanent employment in our community and/or pursue secondary education. Our overall vision is to empower youth to grow into healthy, happy, and productive members of our community.

What are some benchmarks during the project that indicate things are going in the right direction?

Our benchmarks of success is that we will have a minimum of 20 youth participate in our employment program. Out of these youth we expect that all of them who complete the pre-employment class will show increased life skills and out of the youth who work in the youth run business will gain employment skills.

- 100% of the youth will showed increased life skills from the Pre- and Post-program Ansell Casey Life Skills assessment
- 10 youth who work in Latitude 57
- 15 youth employed or enrolled in post-secondary program
-

Statement of Need

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

This project aligns with the funding category of Human Services as Youth Advocates provides continued mental health and behavioral health services to youth and their families in our community and throughout Alaska. We strive to continue supporting youth reach their full potential, ensuring that we grant them valuable life skills and a safe environment to always be welcome in. It's our vision to empower youth to become happy, healthy, and productive members of the community.

What documented needs does this project address?

We have observed many of our clients struggle with unemployment. The long-term effects of youth unemployment are negative for both individuals and the communities which support them. Those who experience unemployment early in life are more likely to become unemployed as adults. Furthermore, they experience an earnings penalty as high as 20% compared to peers who find early employment which may persist for as long as 20 years. Perhaps more importantly, studies find evidence that youth unemployment often hurts the individual's happiness and health for years thereafter. The social costs of youth unemployment may include income inequality, juvenile delinquency, and social exclusion.

Currently, there are no programs in Sitka for youth without work experience or High School degrees to develop employability skills. By participating in the employment program, we anticipate that our young people will experience an increase in life skills, work ethic, self-confidence, self-worth, and motivation necessary to find a permanent job in the community and contribute to successfully transitioning to independent living.

We received responses from 55 places of work in Sitka who also identified that a program like this would be greatly beneficial. The local businesses also identified which desirable skills are most often lacking in job applicants. These skills include reliability, punctuality, having a strong work ethic, the ability to follow directions, responsibility, verbal communication, professionalism, and teamwork. With this data, we made sure to address the mismatch between skills students acquire and the needs of employers in Sitka. We have also heard directly from our youth that these services are needed.

Does the funding from this request leverage other funds for the project? How?

Yes. This project would not be possible without the support from community and State wide partners. We really hope that the City of Sitka can also support our efforts.

We have secured funding for this project from the following;

Funding Source	Purpose	Amount
AK Mental Health Trust	Capital cost of food truck	\$ 50,000
The Crossett Foundation	Personnel and supplies	\$ 20,000
First Bank	Youth Stipends	\$ 5,000
AK Mental Health Trust – DVR	Personnel	\$ 10,000

White Elephant Shop	Supplies	\$ 3,000
Wells Fargo	Personnel and supplies	\$ 2,000
Dept. of Education and Early Development	Supplies	\$ 1,900
Sitka School District	Space to provide pre-employment class and youth receive school credit.	
Youth Advocates of Sitka	Personnel	\$ 52,033

Organizational Capacity

Track Record:

Youth Advocates has been supporting youth in Sitka since 1975. Programs and Services include: Assessment and testing, Individual, group and family therapy, Hanson House Level III Residential Facility, Non-Secure Attendant Program, Youth Drop-in Center, Therapeutic Foster Care, outpatient services, school based services, and pre-employment and transitional services.

Community Support

We have received support from the 55 different local businesses that filled out our survey. In addition to that, we have worked closely with the following businesses this past year to connect youth with employment after they completed the Pre-Employment Class. These businesses include; Sitka Library, Harry Race Pharmacy, Betty Eliason Child Care Center, Sawmill Creek Farm, Island Institute, Seamart, LakeSide Grocery, and Russells.

In addition to these local business Youth Advocates of Sitka works very closely with the following community partners; Sitka School District, Mt Edgecumbe High School, SEARHC, Sitka Tribe of Alaska, Center for Community, Sitkan's Against Family Violence, Sitka Job Center, Division of Vocational Rehabilitation, Department of Juvenile Justice, Sitka Counseling, and Office of Children's Services.

Board Attendance

The Board of Directors meets with the Executive Director on a monthly basis. The Board and the Executive Director had an overall quorum of 83%.

Board Members and Officers

President: John O'Brien
Vice President: Debi Terry
Secretary/Treasurer: James Clare
Member: Chris Washko
Member: Mark White

Budget

Statement of assets, revenues, and expenditure:

See Attachment #1

Detailed budget for current year FY2016, including funds for this project:

See Attachment #2

Include itemized list of grants received or pending for prior and current years:

Funding Source	Purpose	Amount
AK Mental Health Trust	Capital cost of food truck	\$ 50,000
The Crossett Foundation	Personnel and supplies	\$ 20,000
First Bank	Youth Stipends	\$ 5,000
AK Mental Health Trust – DVR	Personnel	\$ 10,000
White Elephant Shop	Supplies	\$ 3,000
Wells Fargo	Personnel and supplies	\$ 2,000
Dept. of Education and Early Development	Supplies	\$ 1,900
Sitka School District	Space to provide pre-employment class and youth receive school credit.	
DHSS, Comprehensive Behavioral Health Treatment and Recovery grant	Personnel, supplies,	\$185,390
DHSS, Hanson House RCCY grant		\$73,000
DHSS, DJJ, Non-Secure grant		\$15,173

Documentation

Copy of 990 form

See Attachment #3

Copy of nonprofit documentation

See Attachment #4

Current State of Alaska nonprofit organization business license

See Attachment #5

YOUTH ADVOCATES OF SITKA, INC.

Balance Sheet

June 2016

ASSETS

Current Assets

NORTHRIM BANK CHECKING	272,670.65
WELLS FARGO SAVINGS	150,897.64
PETTY CASH	200.00
ACCOUNTS RECEIVABLE	121,186.00
GRANTS RECEIVABLE	25,286.39

TOTAL Current Assets		570,240.68
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Fixed Assets

LAND	340,000.00
BUILDINGS	621,419.68
BUILDING IMPROVEMENTS	100,992.47
OTHER FIXED ASSETS	(1,235,480.31)
ACCUMULATED DEPRECIATION	1,130,443.65

TOTAL Fixed Assets		957,375.49
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TOTAL ASSETS		1,527,616.17
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LIABILITIES

Current Liabilities

ACCOUNTS PAYABLE	(11,076.87)
DIRECT DEPOSIT LIABILITIES	23,854.84
FEDERAL PAYROLL TAXES PAYABLE	9,448.85
STATE PAYROLL TAXES PAYABLE	1,221.51
RETIREMENT BENEFITS PAYABLE	806.67
ACCRUED VACATION	41,448.08

TOTAL Current Liabilities		65,703.08
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Long-Term Liabilities

WELLS FARGO LOAN 805 LINCOLN	146,821.23
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TOTAL Long-Term Liabilities		146,821.23
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TOTAL LIABILITIES		212,524.31
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EQUITY

RETAINED EARNINGS	1,229,216.18
Year-to-Date Earnings	85,875.68

TOTAL EQUITY		1,315,091.86
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TOTAL LIABILITIES & EQUITY		1,527,616.17
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YOUTH ADVOCATES OF SITKA
COMBINED AGENCY BUDGET FY 17

	40		50	30	17	70	25		
	NonSecure Grant	HH-CORE Grant	HH MEDICAID	CMHP MEDICAID	TFC MEDICAID	CBHTR Grant	Emphy Program	City of Sitka Grant	TOTAL
PERSONAL SERVICES				61,167	-				61,167
					46,975	15,645			62,620
				4,790		41,145			45,935
							19,313		19,313
				39,790		-			39,790
					43,958				43,958
			48,614						48,614
			18,222	18,222					36,444
			2,051			46,563			48,614
				6,000					6,000
				5,928					5,928
				0	0				-
			15,762	15,762					31,524
				21,420	21,420				42,840
			29,739			5,568			35,307
			17,784	17,784	-				35,568
	14,662								14,662
			32,273						32,273
									-
				33,529					33,529
				29,785					29,785
				-		32,080			32,080
				29,786		-			29,786
			34,482						34,482
			15,340						15,340
			38,862						38,862
			30,680						30,680
			30,118						30,118
			32,316						32,316
			31,404						31,404
			12,480						12,480
					6,510				6,510
Total	14,662	-	390,127	283,963	118,863	141,001	19,313		967,929
Payroll Taxes		-	27,894	20,303	8,499	-	1,487		58,183
Health Insurance Stipend			18,000	16,200	3,600		1,800		39,600

I.T.					2,500				2,500
Life Insurance					1,872				1,872
Total	14,662	-	436,021	320,466	135,334	141,001	22,600		1,070,084
TRAVEL									-
	NS	HH-RCCY	BRS	CMH	TFC	DHSS/BH	Emphy		-
	Grant	Grant	MEDICAID	MEDICAID	MEDICAID	Grant	Program		-
Travel/Training		4,500							4,500
Mileage									-
Moving Expenses				-					-
Total	-	4,500	-	-	-	-	-		4,500
FACILITY									-
Communications	180	6,000	1,500			4,800			12,480
Utilities		7,500		2,500		11,000			21,000
Minor Repairs/Maint.		1,200							1,200
Total	180	14,700	1,500	2,500	0	15,800	0		34,680
SUPPLIES									-
Program Supplies	330	31,600		900				1,630	32,830
Office Supplies	-		3,250			750			4,000
Client specific expense - petty cash		10,000							10,000

Computer			1,500						1,500
Client Food/Healthy Snacks			2,000			4,103			6,103
Van Fuel			1,400	-	1,200	350			2,950
Total	330	41,600	8,150	900	1,200	5,203	-	1,630	59,013
EQUIPMENT									-
Maintenance/Repair		5,000			-				5,000
Equip Purchases					750				750
Total	-	5,000	-	-	750	-	-		5,750
	NS	HH-RCCY	BRS	CMH	TFC	DHSS/BH			-
OTHER	Grant	Grant	MEDICAID	MEDICAID	MEDICAID	Grant			-
Background check				1200	1,200				2,400
Prof/Contract Services			3,967	3,233	7,200	-			14,400
Health Care Stipend for FT employees						4,800			4,800
Insurance & Workers Comp		7,200	10,324	3,463	11,697	18,586			51,270
CARF recertification			-	3,500	6,500				10,000
Printing and Advertising			-		2,000				2,000
Americorp - HH			14,500						14,500
Americorp - Employment Program							14,500		14,500
Americorps - SHS/FRC				14,500					14,500
Dues and Memberships			700		500				1,200
Staff Miscellaneous - Holiday Bonus			2,500						2,500
Contractual Foster Care					136,875				136,875
Mortgage Interest									-
Bank Fees				700					700
License Fees				50					50
Total	-	7,200	31,991	25,446	164,772	23,386	14,500		267,295
Total Anticipated Expenses	\$15,172	\$73,000	\$477,662	\$349,312	\$302,056	\$185,390	\$37,100	\$1,630	1,439,692

STATE OF ALASKA

32

DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT

Certificate of Incorporation

The undersigned, as Commissioner of Commerce & Economic Development of the State of Alaska, hereby certifies that duplicate originals of the Articles of Incorporation of YOUTH ADVOCATES OF SITKA, INC.

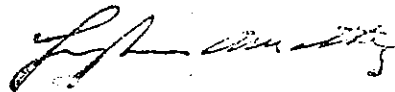
duly signed and verified pursuant to the provisions of the Alaska Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Commissioner of Commerce & Economic Development, and by virtue of the authority vested in him by law hereby issues this Certificate of Incorporation of

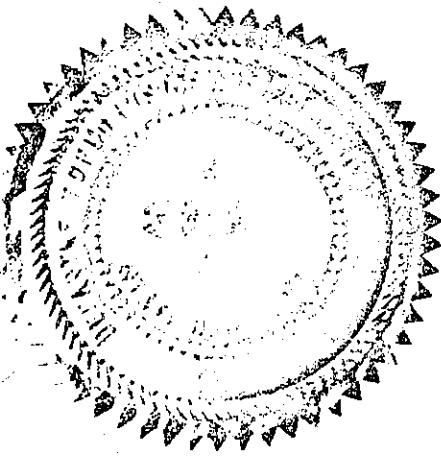
YOUTH ADVOCATES OF SITKA, INC.

and attaches hereto a duplicate original of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed my official seal, at Juneau, the Capital, this
11th day of December A.D. 19 75



LANGHORNE A. MOTLEY
COMMISSIONER OF COMMERCE
& ECONOMIC DEVELOPMENT



FILED FOR RECORD

ARTICLES OF INCORPORATION

OF

DEC 11 1975

YOUTH ADVOCATES OF SITKA, INC.

A NON-PROFIT CORPORATION

STATE OF ALASKA
DEPARTMENT OF COMMERCE
& ECONOMIC DEVELOPMENT

KNOW ALL MEN BY THESE PRESENTS, that we, NANCY DeBASTIE, ROGER ROBINSON, SHIRLEY YOCUM, PETE J. KARRAS and MARILYN HANSON, being natural persons of full age, have this day united and associated ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Alaska and the laws of the United States of America applicable thereto and we do hereby make, sign and acknowledge in triplicate, the following Articles Of Incorporation:

I

NAME

The name of the corporation shall be YOUTH ADVOCATES OF SITKA, INC.

II

PURPOSES

The purposes for which the corporation is organized are:

(a) To establish and operate, for charitable purposes, one or more foster group homes or institutions, providing care for children who can benefit from group living and who either cannot or do not receive the care and training they need in their home or who have no other home;

(b) To exercise all appropriate or necessary corporate powers set out in AS 10.20.011;

(c) To do all things necessary and proper to carry out the purposes of its creation.

III

DURATION

The duration of the corporation shall be perpetual.

IV

MEMBERSHIP

Any person is eligible for membership in the corporation. Membership dues are \$3.00 per year. Payment of the dues may be waived by a majority of the board of directors. Membership is terminated when a member fails to pay the required dues or when he withdraws from the corporation.

V

METINGS OF MEMBERS

The annual meeting shall be held in September on a day designated by the board of directors.

Special meetings of the members for any purpose may be called at any time by the chairman, vice-chairman, secretary-treasurer, by any two members of the board of directors, or upon written request of ten per cent. (10%) of the registered members.

Notice of any meetings shall be given to the members by the secretary-treasurer. Each member shall register his mailing

address and telephone number with the secretary and notices of meetings shall be mailed or telephoned to him at that address. Notice of each meeting, regular or special, shall be given at least ten days and not more than fifty days in advance of the meeting and shall state in general the nature of the business to be transacted. Ten per cent (10%) of the members, or their proxies, constitutes a quorum. The board of directors shall adopt rules of order for meetings of the corporation by a majority vote. These rules of order may be amended by a two-thirds vote of the board of directors or the general membership at a regular or special meeting.

VI

VOTING

Each member is entitled to one vote.

All proxies shall be in writing, signed by the member and delivered to the secretary of the corporation prior to the meeting at which it is to be used. Each proxy applies to one meeting only and shall state the meeting for which it applies.

VII

INCORPORATORS AND BOARD OF DIRECTORS

The affairs of the corporation shall be managed by a board of five directors which includes the officers of the corporation as set out in Article IX. Meetings of the board of directors shall be held at times and places to be established by the board of directors. A majority of the board members constitutes a quorum.

The incorporators as listed below shall constitute the initial board of directors, shall have one year terms and shall be as follows:

<u>NAME</u>	<u>ADDRESS</u>
<u>Roger Robison</u>	<u>██████████, Sitka, Alaska 99835</u>
<u>Nancy Debaste</u>	<u>██████████, Sitka, Alaska 99835</u>
<u>Shirley Yocum</u>	<u>██████████, Mt. Edgecumbe, Alaska 99835</u>
<u>Pete J. Karras</u>	<u>██████████, Sitka, Alaska 99835</u>
<u>Marilyn Hanson</u>	<u>██████████, Mt. Edgecumbe, Alaska 99835</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

They shall organize themselves thereafter.

At the first general membership meeting in September of 1976, two directors shall be elected to hold office for a period of one year and three directors shall be elected to hold office for a period of two years. Thereafter, directors shall hold office for a period of two years.

Members of the board of directors shall be elected at large in the following manner:

Sixty days prior to the annual meeting the secretary of the corporation shall cause to be mailed to each registered member a nominating petition. The nominating petition shall advise the membership of the election for the board of directors to be held at the next annual meeting and shall state the number of vacancies on the board of directors and

shall require that all nominations for such vacancies be received in the office of the secretary at least thirty days prior to the annual meeting. The election shall be by secret ballot at the annual meeting.

VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

(a) The board of directors has power to:

- (1) approve all capital and equipment expenditures;
- (2) select and dismiss all employees and to adopt and publish regulations relating to the qualifications, duties and selection of all employees;
- (3) exercise for the corporation all power, duties and authority vested in and delegated to the corporation, except those reserved for the general membership by these articles or the statutes of the State of Alaska.

(b) It is the duty of the board of directors to:

- (1) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at their annual meeting each year;
- (2) request the proposals of the members, and to act as the advisory and policy making body for all programs and projects;
- (3) cause to be prepared a budget showing the planned income and expenditures of the corporation for each fiscal year;
- (4) cause to be designated the officers of the corporation empowered to sign cheques and notes in the corporate name.

(5) provide for an advisory board to be made up of representatives of the various agencies and interested persons who will be giving help including, but not limited to, technical and financial help to the corporation.

IX

OFFICERS

The board of directors shall choose from its membership a chairman, a vice-chairman, a secretary-treasurer, who shall be members of the corporation and of the board of directors. The persons so chosen by the board of directors shall serve as the officers of the board of directors and of the corporation. Officers, starting with the chairman, shall be elected on secret ballot, and no nominations for vice-chairman may be received until the chairman has been elected, and no nominations for secretary-treasurer may be received until the vice-chairman has been elected.

Officers shall be elected by the board of directors at the first meeting of the board of directors held after the annual membership meeting in each fiscal year.

X

AMENDMENTS

The articles may be amended at a regular or special meeting of the general membership by two-thirds vote of the members present in person or by proxy. Provided, that notice of all amendments have been mailed to each member of the corporation fifteen (15) days prior to the meeting at which such amendment shall be considered.

XI

REGISTERED AGENT

The registered agent for the corporation shall be
Christianson and Krumm, Attorneys at Law, Post Office Box 4,
Sitka, Alaska 99835.

XII

DISSOLUTION

On dissolution, any funds, money or property held by the
corporation shall be distributed to such persons or associations
as the board of directors may prescribe unless such distribution,
upon dissolution, may be otherwise required by law.

IN WITNESS WHEREOF the parties have hereunto set their hands
and seals this 25th day of September, 1975.

Harvey DeBaste
Roger Robison
Marilyn Hanson
Shirley, Hecum

Pete J. Krumm

SUBSCRIBED and SWORN to before me this 25th day of Sept.,
1975.

Wm C. Linton
Notary Public for Alaska
My commission expires: 11-24-77

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

YOUTH ADVOCATES OF SITKA, INC

805 LINCOLN ST SITKA AK 99835

owned by

YOUTH ADVOCATES OF SITKA, INC.

is licensed by the department to conduct business for the period

November 05, 2014 through December 31, 2016

for the following line 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.

Susan K. Bell
Commissioner

CBS Liabilities Form

- Property Tax



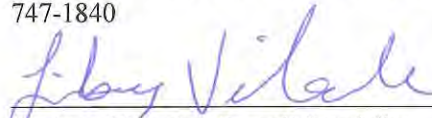
Hannah Nelson, Tax Accountant - Kristy Crews
747-1853

- Sales Tax



Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp

Alaska State Business License Number (if applicable): 953581

Name of Contact Person: Roger Schmidt

Phone: 907-747-3085 Email: rschmidt@fineartscamp.org

Mailing address: 110 College Drive, Suite 111, 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
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$7,500

Match Dollars Committed: \$30,000 Percentage: 25%

Sources of Matched Dollars: Grants, contributions, and earned income

Brief Description of the Purpose of the Grant: The purpose of this grant is to provide

need-based financial aid for Sitka students to attend our programs.

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

Name: Roger Schmidt

Title: Executive Director

Date: August 26, 2016

PROJECT OVERVIEW

Sitka Fine Arts Camp is seeking an annual Cultural and Educational Services Grant, which will provide need-based financial aid for Sitka students to attend our summer programs.

Our financial aid program directly targets high-risk students in the Sitka community who need highly engaging, healthy, and meaningful educational experiences in order to succeed. Evaluations have consistently shown that students who attend our programs see enormous growth, increased self-confidence, and improved performance in school. We believe that the arts are the fastest and most effective way to make better citizens and we hope to provide access to our programs for any student in the Sitka community who wishes to attend.

Sitka Fine Arts Camp is a driving educational and economic force in the Sitka community. This year the benefit to our City is measured in \$19,405 in direct sales tax, almost \$1,000,000 in outside funding brought into Sitka through individual donors and grants, and thousands of dollars of indirect spending as the result of visitors brought into Sitka through campus activities. Sitka Fine Arts Camp also provides employment to 17 full time staff and another 159 part-time and seasonal employees.

Sitka Fine Arts Camp is a multi-disciplinary arts camp that offers high-quality arts education to students of all ages. During the summer, we provide over 140 classes in the disciplines of dance, theater, creative writing, Alaska Native Arts, visual arts, and music. The Camp has a huge impact on its students. In the words of one camper: "Camp...is a training ground for better community members. It's this support in growth. I come back to camp because this is where I feel supported as my own human."

Our classes are taught by over 40 nationally recognized teaching artists from around the country and Alaska. Many of the faculty, staff, and counselors are from Alaska, allowing students to be exposed to and build ties with local artists from around the state and from their own community. With national and state recognition including the 2015 Governor's Award of Arts Organization of the Year Award, and a 2007 Coming Up Taller Award from the White House, the Camp demonstrates that it is an exemplary summer program in the arts.

During Summer 2016, our 41st season, the Sitka Fine Arts Camp welcomed 907 students from around the world. They came together from 43 Alaskan communities, 29 states, and 5 countries, participating in a total of 16 camps and workshops over the course of the summer. 263 of our students came from the Sitka community (20% of the students in the Sitka School District). The Camp is proud of its role in developing community among Alaska's youth by bringing together students from all over Alaska.

With funds from the City of Sitka, Sitka Fine Arts Camp will provide increased financial aid for Sitka students. We are committed to making attendance at the Camp an option for Sitka families regardless of means; it is our goal to ensure that no student is prevented from attending the Sitka Fine Arts Camp by financial obstacles. In the summer of 2016, 19% of our students received need-based financial aid amounting to over \$82,648 in distributed funds. 35% of these funds went to Sitka students. Tuition covers approximately half the total costs associated with our summer programs. Donations, grants, and in-kind support help to subsidize the other half.

EXPECTED OUTCOMES

The best measure of success for our financial aid program is the impact that Camp has on the lives of students who would otherwise be unable to attend. An interview with Brandon Haskins, the Program Coordinator for the Family Center at Sitka Counseling and Prevention Services, showed how much impact our programs have on the lives of students. SFAC and SCPS partner together each summer to offer scholarships to at-risk students. Twelve students attended Camp in summer 2016 on these full scholarships. Mr. Haskins noted that the Camp environment helped his students increase social interactions, handle difficult situations, think creatively, and problem-solve. He stated, "My kids, they don't experience respect on a daily basis...to see the smiles on their faces and to see them engage with peers in a way I've never seen them do is so heartwarming. Here, they've felt respected, they've felt heard."

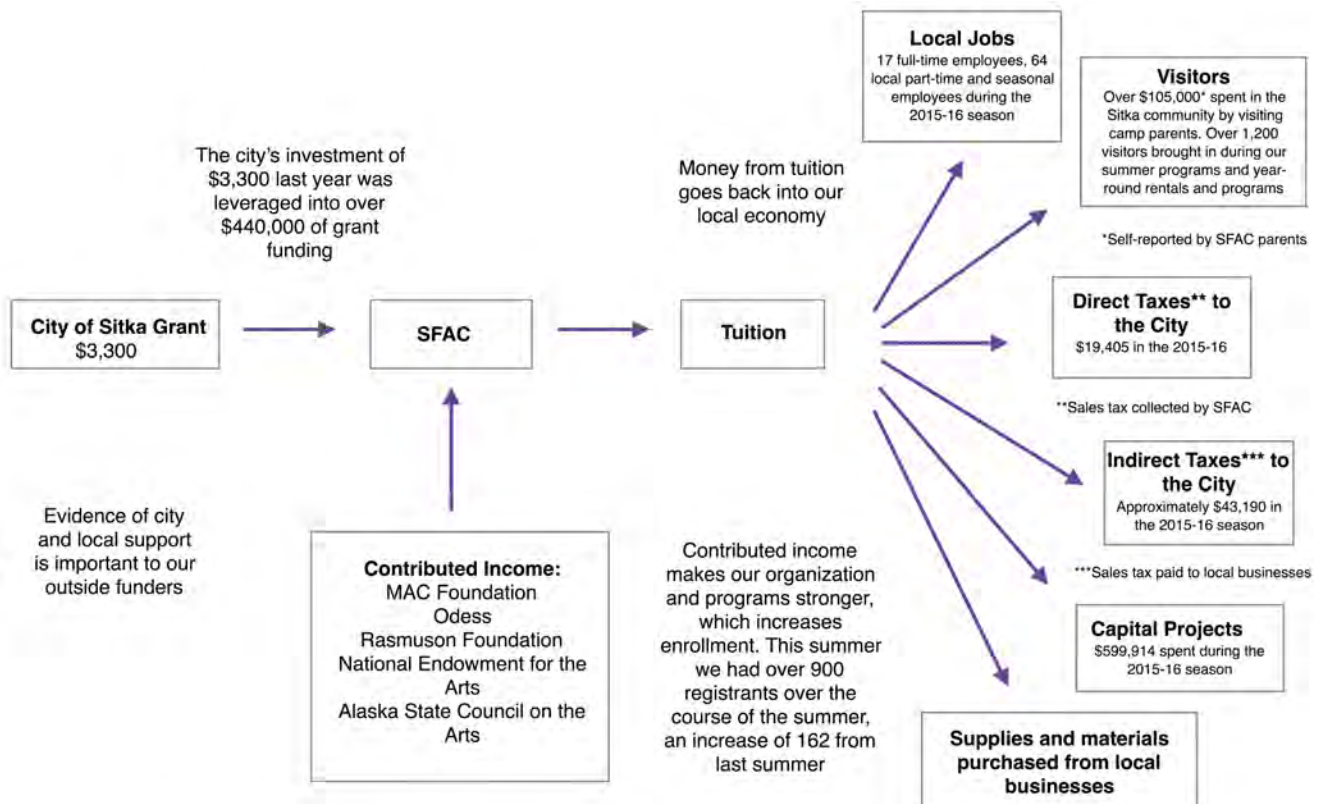
Sitka Fine Arts Camp staff evaluates our programs to ensure that students are gaining valuable knowledge and skills through participation in our Camps; we implement rigorous monitoring and evaluation procedures each summer. We use pre- and post-testing, classroom observations by a professional evaluator, and focus-discussions with students and faculty that measure the impact of our programs. We also measure what happens after Camp. Teachers and parents both provide feedback about student growth observed post-camp. Both sources indicate that the skills learned at Camp last into the next school year. Many of our students and faculty return to Camp on a multi year basis, which allows our staff to confirm artistic development and social maturation in the students firsthand.

STATEMENT OF NEED

This project aligns directly with the Culture and Educational Services funding category because it increases access to high quality arts education for Sitka students of lesser economic status.

This project will directly address needs within the Sitka School District and the Sitka community. Sitka School District and School Board Strategic Planning documents identify the need for Sitka students to have quality educational experiences at all levels. Culturally diverse opportunities are cited. Reference is also made to healthy after school activities. SFAC meets these objectives with high quality and diverse arts educational experiences that allow students to participate at every grade level. SFAC adds to the diversity and quality of education available to the young people in our community. 20% of Sitka School District students participated in our Camps this summer. In addition to our summer programming, SFAC provides artist-in-the-schools programs during the school year, which further increases the impact of this funding.

And finally, the Camp leverages economic goals described in City and SEDA planning documents, by providing an economic return to Sitka through another type of "business", thus contributing to Sitka's diverse and vital local economy. Local wages, revenue from out of town Camp fees, and the City sales tax revenue from Camp visitors contribute to overall community health. Support from the Sitka City and Borough Annual Grants program is important for our organization. Financial support from the City demonstrates to other grantors the importance the City places on having the Sitka Fine Arts Camp in our community. We received over \$440,000 in outside grants this year from federal, state, and private foundation support. These grants all require documentation showing local support. The City's contribution is an Important indicator of local support for the Camp's programs and mission.



In addition to economic benefits, the social benefits that our campus and program bring to the Sitka community include high-quality educational opportunities for youth and adults, year-round visitors to the Sitka community, and professional performing artists as part of our Performing Arts Series. All of these opportunities increase residents' quality of life and keeps people in Sitka.

ORGANIZATIONAL CAPACITY

The Sitka Fine Arts Camp has a great track record of city, state, and national recognition for its work. In the last sixteen years, Camp has successfully transformed itself from a virtually bankrupt camp serving 60 kids, to an organization with a two million dollar budget that manages and oversees a variety of programs including the Sitka Fine Arts Camp (this summer we offered 16 camps and workshops), the Artists in the Schools program, management of the Sitka Performing Arts Center, the Hames Center, and a Performing Arts Series. In addition, our organization has developed strong partnerships and working relationships with many other organizations in our community, especially with the Sitka School District. These partnerships have allowed us to expand our reach and impact more students within the Sitka community.

Community Support: Since January 2011: Over 1000 individual volunteers, over 40,000 volunteer hours, over three million dollars raised in individual and business donations. Our organization is fortunate to have amazing community support that has attracted national coverage amongst national funders like ArtPlace America and the National Endowment for the Arts. Our financial aid program for students of need is currently supported by individual donors, arts councils, businesses, and organizations all over Alaska including the Coast Guard Spouse's and Women's Association, the Greater Sitka Legacy Fund, ALPS Credit Union, the White Elephant, the Atwood Foundation, the Sitka Rotary Club, Juneau Arts and Humanities Council, Ocean Wave Quilters, Sitka Charitable Trust, the Ketchikan Arts and Humanities Council, and Sitka Counseling and Prevention Services.

2015 Board of Directors

Sitka Fine Arts Camp has a highly engaged board:

Sam Skaggs, President
Mollie Kabler, Vice President
Sue Litman, Treasurer
Mary Goddard, Secretary
Wendy Alderson
Kristine Fulton
Martha Pearson
Marya Pillifant
James Poulson
Heather Powell

Board Emeritus (retired from board but still active in our organization): Lauren Allen, Peter Apathy, Thor Christianson, Karen Grussendorf, Mary Hames, Kathryn Snelling

Itemized list of major grantors this year:

Alaska State Council on the Arts: \$26,125
Atwood Foundation: \$10,000
City of Sitka: \$3,300
Crossett Fund: \$10,000
Margaret A Cargill Foundation: \$275,000
National Endowment for the Arts: \$50,000
Sitka Charitable Trust: \$9,117
The Skaggs Foundation: \$15,000
White Elephant: \$5,000

	FY 16 Budget (FY 16: 10/1/15-9/30/16)	FY 16 Actuals (FY 16: 10/1/15-9/30/16)	FY 17 Budget (FY 17: 10/1/16-9/30/17)
<u>Support</u>			
Grants and Corporate Contributions	412,764	446,128	335,361
Individual Contributions	416,647	489,180	156,000
<u>Revenue</u>			
Tuition	711,565	692,849	712,000
Rental Income	464,863	447,236	420,000
Contracts	106,976	112,398	104,693
Ticket and Concession Sales	77,688	86,963	60,000
Equipment Rental	1697	1,009	1500
Interest Income	0	16,696	0
Total Support and Revenue	2,192,200	2,292,459	1,789,554
	FY 16 Budget (FY 16: 10/1/15-9/30/16)	FY 16 Actuals (FY 16: 10/1/15-9/30/16)	FY 17 Budget (FY 17: 10/1/16-9/30/17)
<u>Expenses</u>			
Salaries & Wages	834,742	722,621	800,000
Payroll Taxes and Benefits	149,197	125,954	140,104
Travel	56,718	46,061	55,000
Rent Expense	5,032	4,168	5,000
Utilities	117,313	106,437	118,000
Heating Oil/Propane	51,599	33,873	45,000
Telephone/Internet	9,085	4,861	6,000
Office Supplies	24,583	16,712	25,000
Art Supplies	50,375	48,442	45,000
Food Supplies	83,450	116,734	120,000
Postage & Shipping	1,731	2,367	2500
Concession Supplies	13,297	9,671	11,000

Miscellaneous Supplies	5,589	2,761	5500
Maintenance Supplies	11,675	2,017	12,000
Custodial Supplies	9,305	5,886	9,000
Gas	3,420	2,681	3500
Maintenance & Repairs	40,406	47,309	45,000
Vehicle Maintenance	3,595	6,540	7,000
Equipment Purchases	16,890	45,203	15,000
Capital Construction	472,497	599,914	25,000
Artist Stipends	44,984	35,214	45,000
Professional Services	80,324	58,597	65,650
Sitka Fellow Volunteer Stipends	5,400	8,050	10,800
Insurance	60,000	77,535	80,000
Licenses & Dues	1,082	385	1,000
Advertising	13,176	13,879	15,000
Property Taxes	9,264	9320	10,000
Bank Fees	19,011	15,951	20,000
Miscellaneous Expense	35,174	17004	35,000
Interest Expense	12,636	9957	12,500
Total Expenses	2,242,200*	2,196,104	1,789,554

*\$50,000 variance in FY16 budget due to \$50,000 surplus from FY15 that was carried over to FY16

List of Grants (Received and Pending):

FY 16:

Alaska State Council on the Arts - \$26,125 (received)
Atwood Foundation - \$10,000 (received)
City of Sitka - \$3,300 (received)
Crossett Fund - \$10,000 (received)
Margaret A Cargill Foundation - \$275,000 (received)
National Endowment for the Arts - \$50,000 (received)
Sitka Charitable Trust: \$9,117 (received)
The Skaggs Foundation: \$15,000 (received)
White Elephant: \$5,000 (received)

FY 17:

City of Sitka - \$7,500 (pending)
Margaret A Cargill Foundation - \$275,000 (received)
National Endowment for the Arts - \$75,000 (pending)
National Endowment for the Arts - \$50,000 (received)
Rasmuson Foundation - \$25,000 (pending)
The Skaggs Foundation: \$15,000 (pending)

Alaska Business License #

953581

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

ALASKA ARTS SOUTHEAST, INC.

PO BOX 3086 SITKA AK 99835

owned by

ALASKA ARTS SOUTHEAST, INC.

is licensed by the department to conduct business for the period

October 23, 2014 through December 31, 2016
for the following line of business:

53 - Real Estate, Rental and Leasing



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.

Susan K. Bell
Commissioner

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: October 17, 2001

Person to Contact:
Jackie Johnson 31-07453
Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
[REDACTED]

Alaska Arts Southeast, Inc.
P. O. Box 3086
Sitka, AK 99835-3086

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1975 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Alaska Arts Southeast, Inc.
23-7240278

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

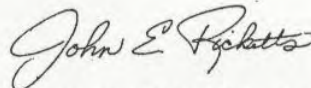
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

Alaska Arts Southeast, Inc.

CBS Liabilities Form

- Property Tax



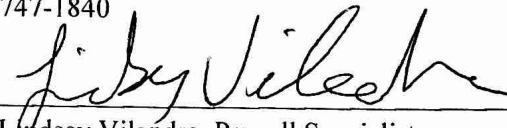
Hannah Nelson, Tax Accountant - *Kristy Crews*
747-1853

- Sales Tax



Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



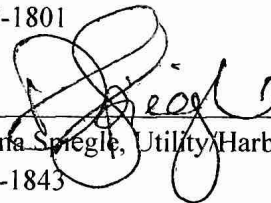
Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Island Institute

Alaska State Business License Number (if applicable): 740732

Name of Contact Person: Peter Bradley

Phone: 907-747-3794 Email: peter@ialaska.org

Mailing address: P.O Box 2420

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
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$6,500

Match Dollars Committed: \$27,700 Percentage: _____


LRNG (Macarthur Fndn, National Writers Project)

Sources of Matched Dollars: ~~Alaska State Council on the Arts~~

Sitka Charitable Trust

Brief Description of the Purpose of the Grant: _____

This grant would be in support of the Sitka Story Lab,
the Island Institute's creative writing and storytelling program for kids,
which works with teachers and students in each of Sitka's schools
while also offering a variety of out-of-school programs.

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

Name: Peter Bradley

Title: Executive Director

Date: Aug 26, 2016

PROJECT OVERVIEW FOR SITKA STORY LAB

ANNUAL: CULTURAL AND EDUCATIONAL SERVICES. REQUESTING: \$6,500

Grant funds from the City and Borough of Sitka will be applied to the continued operation of the Sitka Story Lab, the Island Institute's youth writing and storytelling program, which launched in Fall 2014. The Island Institute's work uses story, literature, and conversation to foster resilient communities. Story Lab works to empower youth ages 7-19 to be innovative thinkers and to express themselves with clarity, purpose, and imagination. Ultimately, Story Lab students will be better equipped to help their communities creatively adapt to change and thrive in turbulent times—our definition of “resilience.”

To accomplish these goals, Story Lab runs after school sessions, workshops, and in-school enrichment programs focused on writing and storytelling. Our after school programs and workshops are free for families, and in-school support also comes at no cost to educators or to the district. We make every effort to recruit a diverse group of students from various socioeconomic, racial, and cultural backgrounds, and to eliminate barriers to entry. Eventually, we hope that every student passing through the schools in Sitka will interact at some point with one Story Lab program or another.

The program has been an amazing success so far. We've worked extensively in each of Sitka's schools, offered several hundred hours of programs to local youth, and published our first anthology of student writing. The early work of our Story Lab program has garnered national attention, most notably in the form of a prestigious LRNG grant that we received from the MacArthur Foundation & National Writing Project last year.

Though we dramatically increased our number of collaborations with teachers in-school this year, our after school program has also flourished, with more students coming to become writers and storytellers. Several of our middle school and high school after school students are writing novels or short story collections. One high schooler said, at the end of the year: "What stands out [from the year] was just how it got me writing. I really discovered short stories through Story Lab and now when I look back I see how much I've improved and how much I've written... I wrote a lot and started a book and a blog. It's really helped me identify myself as a writer."

Another exciting development in the second year of Story Lab was the development of *Our Alaskan Stories*, a Story Lab project at Mt. Edgecumbe High School. We spent 70 hours in the winter semester teaching a group of 8 students a variety of transmedia storytelling techniques in an applied setting. They learned out to use audio and video gear while also learning about interviewing and editing. At the end of the semester, they each outlined a story that they hoped to tell about their home community. We equipped them with recording gear, and they've spent part of their summer getting to know their home communities through a different lens. This fall, we'll be working with them to edit their stories into a series of finished video pieces. The project is an example of our belief that as students are learning new skills and being exposed to new ideas, they can also get to know themselves as storytellers with the capacity to offer their various communities uncommon, unexpected, and important stories.

This year, our Story Lab Coordinator will be Jenna Steckel, who graduated from Brown University in 2013 with a B.A. in Environmental Studies and History. She's done varied work with students in several different settings, including a project with 826LA, one of the programs that inspired Story Lab in the first place.

We're also already lining up some of the visiting artists that will work with students this year. Of particular note is Courtney Sina Meredith, a slam-poet and novelist visiting from New Zealand-via-Samoa; she is excited to share her techniques and ideas with students in Sitka.

Our program thus primarily serves Sitkan students ages 7-19 and Sitkan educators who hope to offer more writing and storytelling enrichment. Thus far, Story Lab has reached over 500 students in Sitka. As you can see, our program is developing in exciting ways. We very much appreciate the support from the City of Sitka in helping us get where we are now; your support helps us in our pursuit of other funding sources. In 2015 and 2016, we received \$3,083 and \$5,500 in CBS general grant funds to support the development and growth of Story Lab. In 2011-2014, we received CBS grants averaging \$3.150 annually to support our writing residency program and our

EXPECTED OUTCOMES

Measures of success

In last year's CBS application, we aimed to work with at least 350 students total: 250 in school, and 100 outside of class. We exceeded those goals. We worked extensively in all of Sitka's schools, including REACH and the SEER school. In addition to the students who joined us for our after-school workshops, we worked with 53 students (primarily from Sitka) to include their work in the anthology of student writing which we produced in May; dozens more were included in our collection of local haiku earlier in late 2015.

This year, we will keep as a goal continued work in each of the schools, while also maintaining the success of our after school program. In addition to producing another anthology of student writing, we would like to work with one or more of our more advanced writers to produce an independent collection of writing.

Last year, we wanted to work with at least two new community partners to continue to integrate writing and storytelling into the fabric of our community. As a result of that commitment, we worked with Brave Heart Volunteers to produce an intergenerational learning series at Pacific High School which incorporated residents of the Pioneer Home. We also continued work with Kettleson Memorial Library and Raven Radio. In the past, we've worked with Sitkans Against Family Violence, the Sitka Native Education Program, and the Sitka MAPP Community Health Summit. We'd like to continue to find new ways to work with community partners in the coming year.

Teachers have been hugely supportive of the program, and in hopes of offering the best service that we can to Sitka's education system, we are convening an advisory committee of teachers this year. The committee currently includes Hillary Seeland, Alexander Allison, Mary Wegner, and Heidi Raffaele; others have also expressed interest in joining.

Tangible community benefits

The anthology produced in Story Lab will be a concrete way for students to see their progress as writers, and for community members to access the work that young people are creating. It also offers students a potential tool that they can use for college applications. Many of Story Lab's intangible benefits (increased confidence, increased communication skills) can easily translate into tangible ones: students can bring their new skills into the classroom, and achieve more highly in school. They can bring those skills to the job market, and gain greater employment opportunities.

Story Lab also has tangible benefits for teachers in terms of their productivity and output. With extra support from Story Lab staffers, teachers can plan more lessons in less time, freeing up space in their schedules and allowing for a better classroom experience for students and teachers alike. Story Lab has also provided professional development opportunities for Sitkan Educators. Fine Arts Camp youth theater director Zeke Blackwell worked with Story Lab's 2015 summer session under the supervision of Brett Dillingham, an experienced educator from Juneau who has written a textbook on "Performance Literacy." Brett went out of his way to train Zeke and our Story Coordinator, Sally Helm, in his techniques. These educators will be able to use those skills with students in the future, and we hope to provide more such opportunities this coming year.

Benchmarks

We hope to work with at least 60 students outside of class and 150 students in class by February 1, 2017. We also hope to have worked with one new community partner by that time.

STATEMENT OF NEED

Relation to the funding category: Cultural and Educational Services

For three decades, the Island Institute has been one of Sitka's foremost arts organizations, primarily focused on the literary arts. Throughout that time, through our workshops and through the Sitka Symposium, the organization has also served an educational purpose. Story Lab brings that purpose more explicitly to the fore, and focuses directly on education for youth and support for local schools. Teachers have been effusive in their praise of our programs, and we are committed to deepening our in-school contributions with the help of our advisory committee. Some of our work also provides opportunities for cultural exchange. For example, our 2015 summer program focused exclusively on oral storytelling, and relied upon the expertise of educators in the Sitka Tribe to help students contextualize artifacts found at the Sheldon Jackson museum. We hope to deepen our connections to the tribe and to the Sitka Native Education Program in the coming year.

Relation to Comprehensive Plan and McDowell Report

The Sitka Comprehensive Plan details several specific education goals that the Sitka Story Lab directly addresses.

C. Work with the City, economic, and community groups to develop Sitka as an educational hub for the region and the State of Alaska.

E. Strengthen collaborate efforts and networking between educational institutions, businesses and community groups.

K. Prepare Sitka students for effective involvement in a rapidly changing, global community and marketplace, keeping in mind that most youth graduating now will have an average of 5-7 distinct careers.

L. Develop innovative educational alternatives to prevent and intervene with students at-risk of "falling between the cracks," losing hope or dropping out of school for a variety of reasons.

In the last two years, Story Lab hosted artists, writers, and educators from Anchorage, Juneau, and beyond to sponsor unique workshops on things like comic book writing, shadow puppetry, and oral storytelling, helping to "develop Sitka as an educational hub" for the state. Story Lab also helps strengthen collaboration between Sitkan educators and nonprofits working with youth on writing and storytelling skills. The Island Institute has served as a convening organization throughout its history, and Story Lab continues this trend by bringing together various partners (for example, Raven Radio and Kettleson Library) to sponsor projects that help local youth. Communication and writing skills are crucial for young people entering the job market, and will serve them well in a variety of careers. Writing is also a way to reach students, especially teenagers, who feel disillusioned in traditional school settings. Story Lab helps them to feel that their voices are heard. The McDowell Report states that in recent years, demographics have shifted, with fewer younger families appear to be making Sitka home. This results in lower attendance in regional schools. By bolstering the extra-curricular educational services available to Sitkans, the Sitka Story Lab helps to make Sitka a more attractive home for young families.

Leveraging Funds

The City of Sitka grant will help us leverage matching funds in a considerable way. One large donor has pledged \$10,000, provided that we can find matching funds for that donation. Though they don't all require matching funding, support from our city adds bolsters our case for our other sources of funding, including the Alaska Humanities Forum, Wells Fargo Bank, the Skaggs Foundation, the American Honda Foundation, the Leighty Foundation, the Sitka Charitable Trust, and the Greater Sitka Legacy Fund.

ORGANIZATIONAL CAPACITY

This year, we met or exceeded our goals for Story Lab under the guidance of Story Lab Coordinator Sarah Swong and Island Institute Executive Director Peter Bradley. Given the success of the first two years of the program, we look forward to expanding the capacity of the program through building opportunities for volunteering with the program.

We have also seen increased attention on the program from outside Sitka in the last year, and are at a stage in the program where we can be competitive in national grants which could offer a major boost for the program.

Last year, the Island Institute moved to a new building at 304 Baranof street that gave Story Lab a permanent home. We're looking forward to continuing to use this new space to offer more flexible programs while deepening the identity of the program in years to come.

Track record and community support

As mentioned elsewhere in this application, Story Lab exceeded the goals we set out last year by working with teachers across the school district. Our retention rate among students (75%+) shows that the services we have delivered have been well received. The fact that all of the teachers that Story Lab worked with last year would like to work with us again shows that we have added value in Sitka's classrooms. This also indicates a high level of community support among educators. Our ambitious programming schedule from our first two years also shows that we have the ability to create innovative classes and follow through on them. We ran two to three after school sessions per week from September through May (with brief winter and spring breaks). We hosted workshops on topics ranging from ghost stories to playwriting. We created two two-month curriculums for gifted and talented fourth and fifth graders at Keet, and developed exercises on dialogue that sixth and seventh grade teachers at Blatchley can use for years to come.

Finally, our robust partnerships indicate both community support, and a capacity to continue to do this work. We've worked with Brave Heart Volunteers on intergenerational learning at Pacific high, conducted a podcasting workshop at the library, and contributed to SAFV's program on gender dynamics in popular music. We've also helped host a breakout session for kids at the Community Health Summit alongside the Sitka Native Education program, and we hope to continue to work with both of these organizations.

Board

The Island Institute had a quorum present for several board meetings this past year. The board consists of: Linda Behnken (Chair) - Director of the Alaska Longline Fisherman's Association; Dan Henry (Vice-chair) - Writer, Professor, and scholar of Tlingit culture and history; Brenda Campen (Secretary) - Retired teacher from Mt. Edgecumbe High School; Willow Moore (Treasurer) - Director, Brave Heart Volunteers; Jonathan Kreiss-Tomkins - State Legislator; Reid Magdanz.

Notes on Budget Documents

Attached you will find our balance sheet as of Aug 26th. You'll also find a budget for our next fiscal year. This is in a different format from past years, and breaks down costs by program. There are two columns in the expense category – the first column represents programs that we are mostly committed to; the second column represents program costs that we will take on if we receive the right grants. In the revenue category, there are again two columns – the left column represents funding that is secured. The right column represents a variety of prospective funding sources, color-coded by likelihood of success based on prior grants & donations; we will not, of course, receive funding from all or even most of these right-hand-column sources, which is why they add up to nearly triple of our expenses for the year.

Last year we were awarded the following grants for our various programs:

Alaska State Council on the Arts: \$4,500

Alaska Conservation Foundation: \$20,000

Alaska Conservation Fndn Internship: \$5,040

Alaska Humanities Forum (in collaboration with BHV): \$4,100

City of Sitka: \$5,500

New Pathways Alaska: 20,000

Sitka Charitable Trust: \$3,283

Crossett Fund: \$20,000

LRNG: \$20,000

Harper Arts Touring Fund: \$9,200

Juneau Community Foundation: \$10,000

Balance Sheet
Island Institute
As at 26 August 2016

Aug 26 2016 Aug 26 2015

Assets

Cash and Cash Equivalents

Edward Jones Investments	\$0.00	\$360.75
FNBA - Checking	\$16,434.17	\$29,757.32
FNBA Savings	\$1,998.32	\$1,998.32
Paypal - Island Institute	\$1,379.35	\$88.25
Petty Cash	-\$56.00	-\$7.00
Total Cash and Cash Equivaler	\$19,755.84	\$32,197.64

Current Assets

Accounts Receivable	\$19,525.00	\$10,000.00
Total Current Assets	\$19,525.00	\$10,000.00

Total Assets	\$39,280.84	\$42,197.64
---------------------	--------------------	--------------------

Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	\$22,500.00	\$11,480.90
Chase CC	\$0.00	-\$6,730.02
Deferred Revenue	\$0.00	\$10,000.00
Other Liabilities	-\$50.00	-\$50.00
Payroll Liabilities	\$0.00	\$0.00
Rounding	\$0.00	\$0.00
Sales Tax	\$0.00	-\$115.14
Total Current Liabilities	\$22,450.00	\$14,585.74

Total Liabilities	\$22,450.00	\$14,585.74
--------------------------	--------------------	--------------------

Equity

Current Year Earnings	\$661.17	\$16,169.67
Retained Earnings	\$16,169.67	\$11,442.23

Total Equity	\$16,830.84	\$27,611.90
---------------------	--------------------	--------------------

Total Liabilities and Equity	\$39,280.84	\$42,197.64
-------------------------------------	--------------------	--------------------

Island Institute
Budget
September 2016-August 2017

Budget			Likely source of funding	
September 2016-August 2017			Hopeful	
			Reach	
			Denied	
			Source	
EXPENSES			REVENUE	
Grant Dependent			Secured	
			Prospective	
STORY LAB			STORY LAB	
ED - 20%	10000		20000	LRNG
Coordinator Stipend and Housing	\$12,000		4500	ASCA
304 Baranof Rent	6000		3200	Sitka Charitable Trust
Snacks	2400			30000
Teacher advisors	2000			15000
Travel	1500			5000
Supplies	3000			10000
Contribution to artist visits	3000			6500
Advertising / Promo	2000			
Our Alaskan Stories season 2?		10000		
Story Lab For Seniors		12000		
LOCAL RESIDENCY PROGRAM			LOCAL RESIDENCY PROGRAM	
ED - 15%	7500		3600	4400
September residency - All costs	13000		15000	
November IWP - flight, food, housing, adv	\$1,300			1000
Feb ind residency - food, housing, adv	\$1,000			3500
Sitka Fellows Program - food, housing, adv	\$15,000			15000
Membership dues	\$1,000			
Contribution from Story Lab funds	(\$3,000)			
PUBLICATIONS			PUBLICATIONS	
ED - 15%	7500			3000
Notebooks	200			4000
Haiku Books	1000			2000
Connotations Anthology		2000		1500
Story Lab Anthologies	500			1000
Other publications	250			2000
Promo	500			1000
COMMUNITY EVENTS			COMMUNITY EVENTS	
ED - 5%	2500			
Refreshments	500			
promo	1000			2000
TIDELINES RADIO			TIDELINES RADIO	
ED - 10%	5000			5000
PW	4000			
TIDELINES JOURNEY RESIDENCY			TIDELINES JOURNEY RESIDENCY	
ED - 15%	7500			7000
Contributor fees	3000	7000		20000
Travel & hospitality costs	4000	6000		36750
Advertising	1000			13000
Documentation	1500			10000
CORE ADMIN			CORE ADMIN	
ED - 20%	10000			15000
Utilities	3600			10000
Internet and phone	2500			7000
Car Insurance	1800			1000
Other printing / copying	200			3000
Postage	600			20000
Liability Ins	1550			20000
Workers Comp	600			1000
Gas	350			500
Software & Services	500			70000
Membership dues	300			
Other Payroll Expenses and Benefits	20000			
Admin Assistant - to be hired	10000			
Building Maintenance	1000			
New Pathways Program Initiative	2000	50000		
Expenses			Income (secured)	
	172650	87000	46300	346150
Grant Dep Exp			Income (prospective)	

Internal Revenue Service

District
Director

The Island Institute, Inc.
Box 2420
Sitka, AK 99835

Department of the Treasury

P.O. Box 2350, Los Angeles, Calif. 90053

Person to Contact: L. Barragan

Telephone Number: (213) 894-2336

Refer Reply to: EO030796

Date: March 7, 1996

EIN: [REDACTED]

Dear Taxpayer:

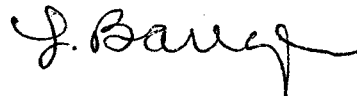
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in June 1985 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a Private Foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 509(a)(2).

The exempt status for the determination letter issued July 1988 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Disclosure Assistant

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

THE ISLAND INSTITUTE, INC.

P.O. BOX 2420 SITKA AK 99835

owned by

THE ISLAND INSTITUTE, INC.

is licensed by the department to conduct business for the period

March 10, 2016 through December 31, 2017

for the following line of business:

71 - Arts, Entertainment and Recreation



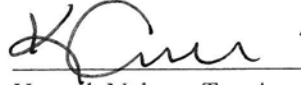
This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Chris Hladick

CBS Liabilities Form

- Property Tax




Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



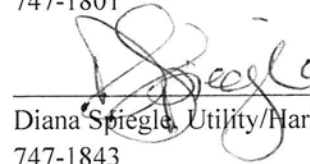
Lindsey Vilandre, Payroll Specialist - *Lindsey out sick*
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: GREATER SITKA ARTS COUNCIL

Alaska State Business License Number (if applicable): 919977

Name of Contact Person: SARAH LAWRIE

Phone: 907-747-2787 Email: justsarah@gmail.com
907-738-5234

Mailing address: P.O. BOX 564 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
 - ☒ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$5,500.00

Match Dollars Committed: \$5,500.00 Percentage: 100 %

Sources of Matched Dollars: ALASKA STATE COUNCIL ON THE ARTS
SITKA PERMANENT CHARITABLE TRUST.

Brief Description of the Purpose of the Grant: _____

TO SUPPORT LOCAL, GRASS-
ROOTS ARTS EXPERIENCE,
KNOWLEDGE & EVENTS.

I, SARAH LAWRIE, 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: 7/20/2016

Applicant: Greater Sitka Arts Council (GSAC)

Grant Category: Community Development

What will be done with these funds: City and Borough of Sitka general fund grant funds provide essential support for the ongoing operations of GSAC in three ways: GSAC funding from Alaska State Council on the Arts is dependent upon municipal support, careful allocation of unrestricted funds allow GSAC to sustainably support its mission, and GSAC budget is a relatively small one. Funds provided by the CBS will directly support arts-based community building programs.

Annual GSAC programming:

Wearable Arts Runway Show & Extravaganza (March)

Sitka Folk, Community Theater and the Monthly Grind (year-round)

Art Walk (November & March)

Arti-Gras Arts & Music Festival (March)

Sitka Artisan's Market (December)

Sitka-themed Wait-Wait-Don't Tell Me (April)

Sitkans Can Dance (November)

Examples of GSAC support services and other projects (provided at no cost for the community):

Holiday Craft Party

Open Art Exhibitions (City Hall and Sitka Community Hospital)

Artist Resource Guide for Alaska Native artists (collaboration with Alaska Native Sisterhood)

Artist Registry (online GSAC website)

Support for visiting artists/organizations (e.g.: New Old Time Chautauqua/SE AK Haines Fair/JLO Opera)

Service on arts-related projects (e.g.: ASCA 1% for the Arts/Voices of the Wilderness/Branding Committee)

Art making/demonstration at Sitka Seafood Festival

Community mural making project

Who will do it: The GSAC Executive Director, Board of Directors and network of volunteers will work together to carry out the GSAC mission and uphold the vision.

Who will be served: GSAC serves Sitka. GSAC programming offers a platform for all Sitkans to build community through the Arts. GSAC programming and support services are accessible to persons of all ages, socio-economic and cultural background.

When will service be provided: GSAC offers programming and support services year-round.

Has the agency received funding from CBS and in what amounts:

GSAC has received funding from the City of Sitka for the past five years showing a positive trend of increased support.

2011- \$3,000.00 2012- \$3,000.00 2013- \$4,000.00 2014- \$4,000.00 2015- \$4,667.00

How will the project be measured as successful?

Since GSAC offers year-round programming, its success is most accurately measured by annual sustainability. Over the past five years GSAC has grown and stabilized and is able to support one full time contract person to execute the mission. GSAC mission is to promote knowledge and experience of the Arts as a public good. Fund raising, the GSAC membership, ticket sales, grant funding and raffle sales support GSAC's ability to offer arts-based community building services to the community. GSAC supports many worthwhile events and services which do not yield any profit in support of its mission. GSAC is considered a success if it is able to continue its annual programming and support services plus work towards nine strategic goals outlined through planning session. GSAC must be viewed as a whole, with higher yield events supporting lower yield, but equally important events and services. Nine strategic goals for GSAC were identified in April 2015 with a completion goal of May 31, 2016.

1. Maintain current programming (thus far has been accomplished, see list of programs below)
2. Partner with AK Native Community (has been accomplished-Alaska Native resources guide)
3. Add two board members who bring expertise on Pacific Island and local Native Arts
4. Provide regional workshop
5. Hold one event in partnership with a local business (accomplished through art walks and comedy jam at the Pub)
6. Double amount of volunteers (from 100 to 200) (accomplished)
7. Increase our youth scholarship to \$3,000.00 total (accomplished-previous amount was \$1,500.00)
8. Increase income by 20%
9. Host open Art shows (has been accomplished through art walks and exhibitions at City Hall and Sitka Community Hospital)

What will the tangible community benefit be?

The number one growth industry in the USA is the creative economy. The creative economy refers to the industries that create an intellectual product. Cultural vitality is essential to healthy communities, and communities with thriving cultural assets attract the companies and workers that fuel the creative economy.¹

Tangible benefits for Sitka:

1. Attract new residents.
2. Increase surrounding property values.
3. Develop/Attract/retain business and workers.
4. Drive economic impact through tourism.
5. Drive hub or "district" activities and strength - entertainment, retail, residential and civic life.
6. Anchor new development.

What are the benchmarks during the project that indicate things are going in the right direction?

¹ (International Economic Development Council)

GSAC will use the strategic plan to assess whether things are going in the right direction. Alignment with the goals will ensure GSAC is on a sustainable track and can support not only its events but its support services as well.

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

GSAC is a community-building organization which uses the Arts as a platform to facilitate community connections. GSAC events and support services attract a broad and diverse range of participants and audience. For example, an event such as the Wearable Arts Runway Show & Extravaganza includes participants from seventy five years young to six months old. Sitka High School, Pacific High and Mount Edgecumbe High School students participate as well as students from Blatchley Middle School. Other Wearable Arts participants are drawn from across the community strengthening community ties and collaboration. The range of volunteers is equally diverse.

Each GSAC event presents an opportunity for members of the community to meet, re-connect, engage, and fortify their connection to others in an Arts context.

What documented needs does this project address?

The CBS comprehensive plan section 2.12.1 recognizes that arts and culture activities are “essential to the quality of life” and “integral to the economic base of the community.” GSAC annual programming and support services directly support the quality of life in Sitka and contribute to the economy. Section 2.12.1 also states that arts and culture activities are “diverse in the religious, ethnic and racial makeup.” GSAC supports this diversity with programs such as the Monthly Grind, the Paris of the Pacific Melodrama, Sitkans Can Dance, Arti-Gras Arts & Music Festival and Wearable Arts. GSAC has collaborated with a range of groups in Sitka such as the Alaska Native Sisterhood, local businesses, Sitka Studio of Dance, Sitka Science Center, Sitka Tribe of Alaska, UAS, the City of Sitka, and MEHS Art Club. GSAC has identified goal of increasing collaboration/cooperation within the artistic community and works constantly to expand its audience.

Section 2.12.2 states CBS goals are to “maintain and develop ongoing programs devoted to supporting Sitka’s artists, students, educators, historians and Native elders in both the development and preservation of their important work” and to “maintain and develop ongoing programs in which Sitka’s artists and culture bearers are available to teach and share their work with community members of all ages.” CBS support for GSAC ensures continued support services for established and emerging artists and the public through such programs as the Artists Registry, Storytelling, the Sitka Artisan’s Market, Sitka Version of Wait-Wait Don’t Tell Me, twice annual gallery walks and hosted exhibitions.

Does the funding from this request leverage other funds for the project? How?

Yes. The Alaska State Council on the Arts Operating Support grant requires that the applicant demonstrate support from local municipality. Operating support grants are scarce and are crucial to the operations of GSAC. In addition to the ASCA OS support grant, ability to demonstrate support from CBS is viewed favorably by grantors.

Track record:

GSAC programming plan for the upcoming year will build upon past successes while working towards strategic planning goals. Popular annual programming such as the 9th annual Wearable Arts Runway Show & Extravaganza and the 9th annual Arti-Gras Art & Music Festival and Fall/Spring Art Walks will continue. Based upon the success of the past year, the Holiday Craft Party and Community Mural Painting Project will continue in conjunction with the Sitka Artisan's Market. The Paris of the Pacific Melodrama, Sitkans Can Dance and Sitka version of Wait- Wait- Don't Tell Me will continue for a fourth year as these new programs have been well received by the community. GSAC will continue to produce the Monthly Grind, Sitka Community Theater, and Sitka Folk offering a range of grassroots based services (such as open mic) to the community. GSAC will continue to maintain the online artist/public art registry and the Alaska Native artist resource guide, hold open art exhibitions, and collaborate with other local nonprofit organizations and local businesses.

As a community-based organization GSAC provides a safe and supportive platform for creative expression and programming is selected to contribute to a flourishing community. GSAC programming and support services serve the community in three ways: 1. Participants in GSAC events are offered the opportunity to explore, create, and express their unique creativity. Individuals that likely would not come into contact are brought together by events such as the Paris of the Pacific Melodrama, promoting synergy and the exchange of ideas. Support services offered for emerging and established artists align with GSAC belief that the Arts and culture are key elements in creating a desirable place to live, work and visit. GSAC is adamant about decent pay for artistic work. 2. Audience attending GSAC events or exhibitions has expressed amazement at unknown talent exhibited, delight at the creativity exhibited, are impressed by the high quality on offer, and revel in an exchange with fellow human beings. 3. The community-at-large enjoy the economic and social ripple effect of the Arts throughout the community- regardless of direct participation. Arts programming, support services and public art contribute to a vibrant populace and economy.

Community Support:

GSAC is pleased to report that its membership base has greatly increased over the past year, from 400 to 1000 contributing members. GSAC events are well attended (generally sold out at Harrigan Centennial Hall; 300 persons) and are supported by a 200 person volunteer base. Each year, GSAC receives sponsorship support from over forty local businesses for a total of \$7,750.00 for FY16.

Board Attendance:

GSAC board meetings are held monthly ten months a year; all board meetings aside from one since last grant application have had a quorum.

List of Board members and Officers:

John Stein, President/retired City administrator

Pat Hughes, Vice President/Instructor-UAS Sitka

Cleo Brylinsky, Treasurer/retired administrator

Ted Howard, Secretary/retired educator/musician

Jackie Fernandez, Historian/curator Sheldon Jackson Museum

Zak Dylan Wass, Musician

Heather Bauscher, Educator/artist

3:28 PM

05/03/16

Accrual Basis

Greater Sitka Arts Council
Profit & Loss
 June 2014 through May 2015

	Jun '14 - May 15
Ordinary Income/Expense	
Income	
4000 · Grant Income	12,798.00
4010 · Board Donations	775.00
4030 · Fund Raising/Special Events	51,540.08
4040 · Membership/Donations	13,415.19
4050 · Gaming (Raffle tickets sold)	8,445.00
4060 · Rental Income/Equipment	380.00
4080 · Sponsor	7,750.00
4085 · Vendor Fee	7,484.00
4090 · Workshops	980.00
4095 · Interest Income	21.45
4098 · Fundraiser Net Income Transfer	19,598.88
4099 · Umbrella Overhead Income	999.22
Total Income	124,186.82
Gross Profit	124,186.82
Expense	
6000 · Advertising, Promotion/Web Site	8,910.67
6005 · Consignment fee	994.00
6010 · Contract Services	29,505.00
6020 · Donations to Non Profits	7,050.00
6025 · Dues and Subscriptions	655.00
6030 · Equipment Rental	253.40
6035 · Gaming Expense	236.75
6040 · Insurance Expense	2,689.81
6050 · Meals and Entertainment	913.94
6060 · Office Expense	
6061 · Bank Service Charges	42.83
6062 · Office Supplies	1,906.02
6063 · Other Office Expense	262.16
6064 · Postage and Delivery	705.69
6065 · Telephone/Utilities Expense	572.32
Total 6060 · Office Expense	3,489.02
6080 · Professional Fees	32,220.98
6085 · Rent Expense	14,837.84
6095 · Scholarship	500.00
6100 · Special Events Expense	3,214.32
6105 · Supplies	6,620.61
6110 · Taxes, licenses and permits	226.00
6115 · Training/Conferences	575.00
6120 · Travel Expense	134.49
Total Expense	113,026.83
Net Ordinary Income	11,159.99
Other Income/Expense	
Other Expense	
7100 · Net Income of Fundraisers	20,469.10
Total Other Expense	20,469.10
Net Other Income	-20,469.10
Net Income	-9,309.11

	Gen Fund	Arti-Gras	Artisans mkt	Equip Holiday	Sitkans Can Danc	Wearable Arts	Wait Wait	Total
Income								
4010 Board Donation	500							500
4040 Membership/Donations	10,000		1000					11,000
4030 Fund Raising Sp events admit		1400	0		6,100	12,600	4,500	24,600
4070 Sales			1,100					1,100
4095 Interest Income	20							20
4099 Overhead Income	1,500							1,500
4060 Rental income/equipment				400				400
4080 Sponsors		2750	3,000		3000	5220	1000	14,970
4085 Vendor Fees			8,400					8,400
4090 Workshops		1000						1000
Total Income by Class	12020	5150	13500	400	0	9100	5,500	63490 Total GSAC In
Expense								
Consignment fee								
6010 Contract Services	16,100							16,100
6020 Donations to Non-Profits	100							100
6062 Office Supplies	500	15	90	50	50	60		765
6064 Postage and Delivery	1000		100			50		1150
6065 Telephone and Utilities	500							500
6063 Office Other	100	25						125
6095 Scholarships								
6105 Supplies	1,500	600			100	1100	750	4,050
6110 Taxes/license/permit/mbrshp	400		50					450
Subcontracted services								
6000 Advertising/Promotion	1,500	1500	2000		1500	1500	1500	9,500
6040 Insurance	2,400							2,400
6050 Meals and Entertainment	100		200		200	400	400	1,300
6080 Professional Fees	4,000	2000	2400	200	1750	2200	1900	14,450
6085 Rent Expense	4000	250	3500		1200	1200	1000	11,150
6120 Travel								
6100 Special Event Expense			20		1000	230		1,250
6030 Equipment Rental			200			0		200
Training/Conferences								
Sales Tax								
Total Expense by Class	32200	4390	8560	250	5800	6740	5550	63490
	-20180	760	4940	400	-250	3300	11080	-50

Gaming

Income

Board Donation

Donations

Fund Raising Sp events admit

Membership

Overhead Income

Raffle tickets 7,500

Rental income/equipment

Sponsors

Vendor Fees

Workshops

Total Income Gaming 7500

Expense

Consignment fee

Contract Services 6500

Contributions

Office Supplies

Postage 20

Telephone

Office Other

Scholarships

Supplies 120

Taxes/license/permit/mbrshp 40

Volunteer Stipend

Subcontracted services

Advertising/Promotion

Insurance

Meals and Ent

Professional Fees 225

Rent Expense 370

6061 Bank Service Charge 60

Travel

Total Expense Gaming 7335

Grants:	City	GSLF	Holland America	White Elephant	Sitka Wor	ASCA	ACF	total from grants expected
Income	5500	3000	500	300	300	3,500	3,000	16100

Expense	Total expense by category							
Consignment fee								
Contract Services	2000		200	120	100	1500		3920
Contributions								0
Office Supplies								0
Postage								0
Telephone								0
Office Other								0
Scholarships		3000						3000
Supplies	200		300	180	200			880
Taxes/license/permit/mbrshp								0
Volunteer Stipend								0
Subcontracted services								0
Advertising/Promotion	500					1000		1500
Insurance							3000	0
Meals and Ent								0
Professional Fees	1600					350		1950
Rent Expense	1200					350		1550
Travel/training						300		300
	5500	3000	500	300	300	3500	3000	16100

List of Contributors FY17

Grants:

City of Sitka \$4,300.00

Alaska State Council on the Arts \$3500.00

Sitka Permanent Charitable Trust \$2,650.00

White Elephant Shop \$350.00

Rasmuson Tier One: \$7200.00

Income:

Ticket sales \$23,600.00

Membership (Includes Pick, Click Give) \$7,500.00

Board donations \$1000.00

Interest Income \$20.00

Umbrella Income to GSAC (Sitka Folk, Community Theater & Monthly Grind) \$1500.00

Sponsors \$7,750.00

Vendor fees (Sitka Artisan's Market) \$7,400.00

Workshops \$680.00

Raffle Ticket Sales \$8,445.00

Type	Name
Legal Name	THE GREATER SITKA ARTS COUNCIL, INC.

Entity Details

Entity Type: Nonprofit Corporation

Entity #: [REDACTED]

Status: Good Standing

AK Formed Date: 6/4/1973

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2015

Entity Mailing Address: PO BOX 564, SITKA, AK 99835

Entity Physical Address: 131 JOHN BRADY DR #108, SITKA, AK 99835

Registered Agent

Agent Name: Jeff Budd

Registered Mailing Address: P O BOX 564, SITKA, AK 99835

Registered Physical Address: 131 John Brady Dr. Rm 108, Sitka, AK 99835

Officials

└

AK Entity#	Name	Titles	Percent Owned
	ASHIA LANE	Director	
	CLEO BRYLINSKY	Treasurer	
	EUGENE SOLOVYOV	Director	
	HEATHER BAUSCHER	Director	
	JACKIE FERNANDEZ	Director	
	JENNIFER ROGERS	Secretary	
	Ted Howard	Director	
	JOHN STEIN	President	
	Larisa Manewal	Director	
	PAT HUGHES	Vice President	
	SANDRA FOUNTAINE	Director	

Alaska Business License # 919977

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

THE GREATER SITKA ARTS COUNCIL INC

P.O. BOX 564 SITKA AK 99835

owned by

THE GREATER SITKA ARTS COUNCIL INC

is licensed by the department to conduct business for the period

October 05, 2015 through December 31, 2016
for the following line of business:

92 - 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.


Chris Hladick

CBS Liabilities Form

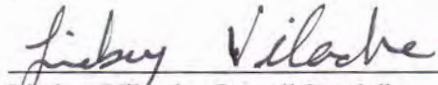
- Property Tax


Hannah Nelson, Tax Accountant
747-1853

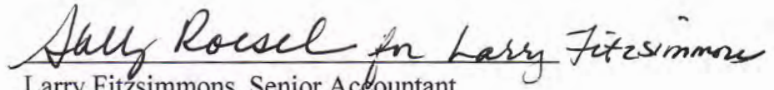
- Sales Tax


Kristy Crews, Accounting/Sales Tax Clerk
747-1840

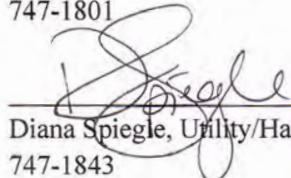
- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

City and Borough of Sitka
FY 2017 ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET



Name of Organization: SITKA TRAIL WORKS INC.

AK Certificate of Good Standing #62021D AK DCED Non-Profit Corporations Section
AK Business License #249231 Forestry
AK Business License #291452 Construction
AK Business License #28876 Specialty Contractor – Landscaping, Rough Carpentry

Name of Contact Person: LYNNE BRANDON, EXECUTIVE DIRECTOR
BRIAN HANSON, PRESIDENT

Phone: (907) 747-7244 **Email:** Office: trail@gci.net President: beh@alaska.net

Mailing address: 801 HALIBUT POINT ROAD SITKA, AK 99835

Grant Category: Annual Grant: **Community Development**

Dollars Requested: \$10,000

Match Dollars Committed: \$353,325 in Capital Grant Funding
\$97,222 in Operational Funding
\$450,547

Percentage: **2.2% matching funding from CBS**
(\$10,000/\$450,547)

Sources of Matched Dollars: State of Alaska, US DOT Western Federal Lands, Rasmuson Foundation, Individual and Business Contributions, Earned Income from hikes. (See Bang for the Buck Spreadsheet)

Brief Description of the Purpose of the Grant: The CBS grant will allow Sitka Trail Works to continue partnership work on the local trail system according to the Sitka Trail Plan; this includes capital construction projects, and completion of the annual goals adopted by the Board of Directors in support of the nonprofit mission of Sitka Trail works. The CBS grant is integral to leveraging additional grant funds for local trail maintenance projects.

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

Name: Lynne Brandon

Title: Executive Director

Date: August 7, 2016

Detailed project description overview – Total pts 10

• **What grant category are you applying for?** Community Development – Sitka Trail system maintenance and development according to the goals set forth in the 2003 Sitka Trail Plan to which the City and Borough of Sitka is a MOU partner.

• **What will be done with these funds and who will do it?** The FY 2017 \$10,000 donation made to STW from the CBS Non-Profit Grants fund will be applied to meet the 2016 STW \$97,222 annual budget for operational expenses. The grant will allow STW to continue working to create the projects in the Sitka Trail Plan and will pay for approximately one tenth of the budgeted annual operating expenses (\$97,222). The money will be used for employee expenses for the office staff (Executive Director and Assistant) to fund-raise. The funds will allow the office staff to continue to apply for and leverage additional grant funding. In addition, funds allow for staff to manage and direct development and construction of the Sitka Cross Trail project, continue trail maintenance projects for all Sitka trails, and to achieve the Annual Goals set by the Board. (2016 Annual Goals are attached).

All grant application preparation is paid for by the operating budget. The Recreational Trails program grant required 40 hours of preparation. The Mosquito Cove Trail Maintenance Grant (Alaska State Parks' trail) required 50 hours of grant preparation for the State Funds, and then another 30 hours of work on the US Forest Service Collection Agreements, Work Plans and Budgets. No grant program reimburses time invested in the grant application preparation prior to award. The CBS contribution towards maintaining operational staff is absolutely critical to STW success in demonstrating local support and subsidizing the cost of preparing grant applications and earning new capital funds through these programs. Another example of projects paid from the operations budget is the expense related to the 2016 Volunteer Trail Maintenance Event on the City's Cross Trail.

• **Who will be served? And when?**

All 8,500 Sitka residents and all visitors have access to the trail system and benefit from the trails and pathways. The trails have been planned and built to cover a wide range of users, from the most fit to deconditioned individuals and/or physically challenged. The Alpine Adventure Run, Cross Trail Classic, Sitka Bike and Hike, Sitka Tours and Sitka Sound Ocean Adventures all bring visitors to town and conduct activities on the trail system. SAIL invites seniors on hikes and senior use of the trail system is increasing with the availability of safer places to walk. The projects are on-going and services are provided year round.

• **Has the (Agency) Non-Profit received grants previously?**

*Yes, see table below. Thank you for your support. This has been a great partnership that has yielded great benefits to the community. Please note that in 2011 Sitka Trail Works raised funds and **paid the CBS \$38,000** to cover the 9.03% match requirement for Phase 4 and 5 Cross trail construction.*

	Date	Account	Amount	Balance
	06/30/2006	4130 · Municipal	10,000.00	10,000.00
	07/10/2007	4130 · Municipal	15,000.00	25,000.00
	07/08/2008	4130 · Municipal	10,000.00	35,000.00
	08/25/2009	4130 · Municipal	10,000.00	45,000.00
	08/30/2010	4130 · Municipal	30,000.00	75,000.00
Matching finding for Cross Trail	06/28/2011		-38,000.00	37,000.00
	10/03/2011	4130 · Municipal	10,000.00	45,000.00
	09/16/2012	4130 · Municipal	10,000.00	55,000.00
	09/24/2013	4130 · Municipal	10,000.00	65,000.00
	09/15/2014	4130 · Municipal	8,166.00	73,166.00
	09/15/2015	4130 - Municipal	8,400.00	81,566.00
Total City & Borough of Sitka			81,566.00	81,566.00

Expected Outcomes – total pts. 10

• How will the project be measured as successful?

Community members have seen the new Cross Trail segments from the High School to Yaw Drive and along Yaw to Indian River Road completed in 2015 and the completed segment from Baranof Street to Gavan Hill this year. The new signs were installed, as well as bollards, to allow for motorized access for emergencies and maintenance. Free community hikes, led by STW Board members, will continue. Trail maintenance will continue on Mosquito Cove, Herring Cove, Thimbleberry and Sea Lion Cove trails. The planning process is underway for Phase 6 Cross Trail and a public meeting will be held this fall to solicit community input on the proposed trail alignment.

• What will the tangible community benefit be?

The most obvious benefit is the expanded and improved quality of life. The health and recreation benefits of the trail system to Sitka residents are undeniable. The MAPP community health survey identified Sitka's trail system as contributing to improved health conditions in Sitka's adults.

Sitka has now earned a reputation as a great town for visitors to hike. The February 2015 issue of Alaska Magazine cover feature article, "5 GREAT PORT TOWNS" and listed Sitka FIRST among places to visit. The article extolled Tlingit culture, Russian history, diversified activities and *"easy-access hiking is a big draw in Sitka."* *"Enter the trail system via Baranof Street just a few blocks from downtown... (the trails are) all well marked with quick access back to town. Regardless of your chosen route, you'll walk a fairly level path through forest lands and muskegs. More dedicated hikers can..."* This is the type of recognition Sitka Trail Works has tried to bring to the community since 1999!

• What are some benchmarks during the project that indicate things are going in the right direction?

- The City and Borough completed all agreements with Western Federal Lands that will allow \$250,000 in design funds for Phase 6 of the Cross trail. A contract has been awarded for design. Two million in construction dollars were applied for the Cross Trail Phase 6 through the FLAP program.
- Mosquito Cove will have new trail and the storm damage repair work completed in August 2016.
- Cross Trail and Thimbleberry – Heart Lake Trail storm repairs from the August 18, 2015 rain event were completed.
- A Rasmuson Technology grant is pending to upgrade Sitka Trail Works equipment and technology so we may better serve the community and our membership.



Statement of Need – total pts. 10

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

Planning, building and maintaining a beautiful, integrated and diversified trail system for the community of Sitka is truly community development. We are installing low-maintenance recreation infrastructure throughout the community on City, State, BLM, BIHA, National Forest and Mental Health Trust Lands that will serve residents and visitors for many years to come. The trails developed as a result of the community Trail Plan and 2011 Sustainable Outdoor Recreation Plan trail and have resulted in improved quality of life and outdoor recreation, which are values listed as the primary reasons that residents choose to live in Southeast Alaska. Sitka Trail Works helps our community to grow and develop by creating infrastructure to attract visitors and new employees and retain residents.

• **What documented needs does this project address?**

The project supports the goals of the Sitka Trail Plan, a MOU partnership document signed by CBS in 2003. The CBS 2007 Comprehensive Plan has an entire section outlining community goals for trails and the Comprehensive Plan cites, in a number of places, the desire by CBS to support the efforts of Sitka Trail Works:

“2.13.26. To vigorously support the implementation of the... 2003 Sitka Trail Plan and Memorandum of Understanding, and
2.13.34. To recognize and support the unique role of Sitka Trail Works, Inc, a local non-profit membership organization, acting on behalf of local residents that support of the development of the trail system and dedicated to the implementation of the Sitka Trail Plan.”

The City of Sitka Parks and Recreation Committee members support the partnership effort between the City of Sitka and Sitka Trail Works to maintain and construct the Cross Trail. The Cross Trail is one of the two top priorities in their annual ranking of goals.

• **Does the funding from this request help leverage other funds for the project? How?**

Yes, see attached STW “Bang for the Buck”. When Sitka Trail Works applies for grants and appropriations for trail projects we score highly and compete well because we can prove that the municipality contributes to annual operating support. This is all a critical component and requirement of grants from the Rasmuson Foundation. Their reasoning is; “If the project and organization is not financially supported by the Board members, individuals and the municipality, our Foundation is not willing to contribute.”

Many local trail projects get funded because, in each case, they were held up high as community priorities because they are included in the Sitka Trail Plan, the 2011 Sitka Outdoor Recreation Plan and supported by the City and Borough of Sitka. So thank you...our partnership has been very effective and very good for the community.

The most recent case in point is STW tremendous collaboration with the City Public Works and Parks and Recreation Departments that has resulted in 1.8 million dollars in FY 2014 and 2015 construction funding for the Cross Trail from the Federal Lands Access Program (FLAP). An additional 2014 FLAP grant of \$250,000 was awarded to the City for design of Phase 6 of the Cross Trail, from the Benchlands to Ferry Terminal. The grant application scored very highly because of the community support, presence of the Cross Trail project on the AK DOT STIP, and the demonstrated efficiencies of the collaboration with Sitka Trail Works.



Organizational Capacity – total pts 10

• Track record

Successfully completed Trail Projects include planning, permitting, construction and maintenance of trails, trailhead parking and signs for seventeen trail projects in nineteen years:

Thimbleberry-Heart Lake, Herring Cove, Sea Lion Cove, Path of Hope, Baranof Lake Trail and raised boardwalk, Sitka Cross Trail Phase I through V, new Indian River Trail access, and Fort Rousseau Causeway State Historical Park designation and improvements: restored roads, pathways, building clean up and asbestos abatement. STW collaborated and supported CBS on all 3 Phases of the Sawmill Creek Pathway improvements, including lobbying for supplemental legislative funding.

• Community Support

Sitka Trail Works is very widely supported in the community. During 2015 Sitka Trail Works has received \$46,997 in donations from over 283 member households. The trail users vote with their wallets in support of the trail system. Allen Marine helps us with off-island hikes each year which allows us to net an addition \$5,000 in support.

• Board Attendance – Executive Officer

The nine member board meets monthly (except December) and there has never been a case when a quorum was not present. As a general rule, eight or nine members are usually present and Board members only miss meetings because they are travelling out of town. All the Board members hold full time jobs in the community and attend meeting over their lunch hours and donate at least three weekend days per year to lead the hikes. Attendance at Board meetings is consistently high. Board members receive a written report and board packet prior to each meeting and the President Brian Hanson runs a great meeting. The Sitka Trail Works Director is Lynne Brandon, the former CBS Parks Manager.

• List of Board Members and Officers

President Brian Hanson (Pearson and Hanson Attorney's-at-Law)
Vice President Don MacKinnon (CBS Information Technology)
Secretary Sara Bergendahl (Oceanside Physical Therapy)
Treasurer Roslyn MacKinnon (Samson Tug and Barge, CFO)
Mary Alice Hamberg (Silver Bay Seafoods Accountant)
Jeff Arndt (Licensed Psychologist and Counselor)
Gio Villanueva (SEARHC Physical Therapy)
Dane McFadden (Sitka Sound Science Center)
Deanna Bennett (Sitka Community Hospital)



Completion of Phase 4 and 5 of the Sitka Cross trail during the 2015 - 2016 trail construction season extended this popular non-motorized multiuse pathway from the High School to Yaw Drive with connectors to Baranof Street and Indian River trail head. Two bridges were built and the pathway is capable of supporting 4-wheelers and light trucks, in the event of a tsunami. The vehicle access makes maintenance tasks much easier and less costly.

Budget – total pts. 10

- Statement of assets, revenues, and expenditures for previous year. + **Match Detail (Bang for the Buck) Spreadsheet.**

- Detailed budget for current calendar year (FY 2016), Operating Budget + 2016 Board goals.

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

Required Documentation – total pts 10

- Copy of nonprofit documentation (IRS 501c3 designation) – 1st page Compliance Letter from IRS.

- Current State of Alaska nonprofit organization business license – State of AK Certificate of Compliance and Business Licenses.

Sitka Trail Works
Statement of Assets
As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	42,519.88
Accounts Receivable	160,987.95
Other Current Assets	<u>3,127.75</u>
Total Current Assets	206,635.58
Fixed Assets	<u>1,042.71</u>
TOTAL ASSETS	<u><u>207,678.29</u></u>

Sitka Trail Works

Financial Income & Expense

January through December 31, 2015

	Jan - Dec 31, 15
Ordinary Income/Expense	
Income	
4000 · Contributions & Donations (header)	
4010 · Corporate/BusinessContributions	870.00
4030 · Individual Contributions	40,477.00
Total 4000 · Contributions & Donations (header)	41,347.00
4100 · Grants	
4110 · Federal	55,149.56
4120 · State (990 line 1c)	29,616.67
4130 · Municipal (FLAP Reimbursement)	611,709.88
4140 · CBS Nonprofit Organiz Grant (990 line 1a)	8,400.00
Total 4100 · Grants	704,876.11
4200 · Earned Income (header)	
4210 · Fees and Program Service	
4213 · Equipment Rental (Morooka lease fees)	19,212.50
Total 4210 · Fees and Program Service	19,212.50
4220 · Sales	
4223 · Promotional & Educational	5,560.00
4225 · Trail materials	540.00
Total 4220 · Sales	6,100.00
4230 · Membership	
4231 · Households/Individuals/\$20 (990 line 3 & 94)	4,682.00
4232 · Business Dues/\$20 each	1,420.00
Total 4230 · Membership	6,102.00
Total 4200 · Earned Income (header)	31,414.50
4900 · Other Income	
4910 · Interest and dividends	0.39
Total 4900 · Other Income	0.39
Total Income	777,638.00
Gross Profit	777,638.00
Expense	
5000 · Personnel	
5011 · Salaries & Wages	
5012 · Office staff	64,329.50
5013 · Trail crew/other	152,860.00
5011 · Salaries & Wages - Other	810.00
Total 5011 · Salaries & Wages	217,999.50
5100 · Payroll Taxes	
5101 · FICA	14,036.78
5102 · FICAMED	3,282.79
5103 · AK-ESC	6,069.97
Total 5100 · Payroll Taxes	23,389.54
5200 · Fringe Benefits	
5210 · Health Insurance	8,400.00
5221 · Workers Compensation	10,867.00
Total 5200 · Fringe Benefits	19,267.00
Total 5000 · Personnel	260,656.04
6000 · Contractual/Consulting	
6035 · USFS Agreement	11,994.89

Sitka Trail Works

Financial Income & Expense

January through December 31, 2015

	Jan- Dec 31, 15
6010 · Accounting & Audit	2,529.90
6040 · Trail Construction Contract	53,286.00
6060 · Legislative Liason	5,000.00
6000 · Contractual/Consulting - Other	250.00
Total 6000 · Contractual/Consulting	73,060.79
6100 · Travel	
6110 · Travel & Per Diem	1,729.49
6120 · Training & Conferences	5,258.92
6130 · Meetings, Meals, Retreats	2,137.73
Total 6100 · Travel	9,126.14
6200 · Occupancy	
6210 · Facility Lease	70.00
6230 · Communications	1,365.98
6250 · Building Repair & Maintenance	356.95
Total 6200 · Occupancy	1,792.93
6300 · Vehicles & Local Transportation	
6310 · Vehicle lease (990 line 39)	6,620.00
6320 · Gas & Oil	261.76
6330 · Vehicle Repairs and Maintenance	22.03
6340 · Vehicle Insurance	264.00
Total 6300 · Vehicles & Local Transportation	7,167.79
6500 · Supplies	
6510 · Office Supplies	2,369.21
6520 · Ed/Promo Program supplies	1,977.72
6530 · Printing	4,625.70
6540 · Postage	901.09
6550 · Trail Program Supplies	
6558 · Safety Gear	408.78
6551 · Tools & Equipment	2,180.66
6552 · Freight/shipping	1,183.59
6553 · Fuel/oil	69.40
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew su...	89,585.97
6556 · Other trail project expenses	8,027.92
6550 · Trail Program Supplies - Other	460.75
Total 6550 · Trail Program Supplies	101,917.07
6500 · Supplies - Other	2,756.40
Total 6500 · Supplies	114,547.19
6600 · Equipment lease and repair	
6615 · Construction Equip Lease (Hourly, daily or weekly rates)	287,513.75
Total 6600 · Equipment lease and repair	287,513.75
6700 · Insurance/Other	
6710 · Marketing & Advertising	
6715 · Website (Website design, hosting, CC processing)	854.50
6710 · Marketing & Advertising - Other	319.32
Total 6710 · Marketing & Advertising	1,173.82
6720 · Insurance	4,552.89
6730 · Dues/Subscriptions/Fees/Permits	4,693.20
Total 6700 · Insurance/Other	10,419.91
7000 · Grant & contract expense (header)	1,053.98
7100 · Depreciation	1,649.00
Total Expense	766,987.52

Sitka Trail Works
Financial Income & Expense
January through December 31, 2015

	Jan- Dec 31, 15
Net Ordinary Income	10,650.48
Other Income/Expense	
Other Income	
8290 · Management Fee CBS/FLAP (5% per CBS LOA for the FLAP)	29,129.04
6793 · Indirect Program Allocation (Fee for services)	5,148.44
Total Other Income	34,277.48
Other Expense	
9075 · Management Fee expense CBS/FLAP (5% Project Management fee ...	29,129.04
9111 · Indirect Program Allocation Fee (Fee for services MOA/CBS)	5,148.44
Total Other Expense	34,277.48
Net Other Income	0.00
Net Income	10,650.48

2016
BUDGET

Income

4000 - Contributions & Donations	
4010 - Corp/Bus Contr	\$600
4020 - Private Foundation	
4030 - Individual Contributions	\$30,000
Benches (2)	\$10,000
4040 - Board	\$3,200
Total 4000 - Contribs & Dons	\$43,800
4100 - Grants	
4130 - Municipal (CBS,FS,DNR, FLAP)	\$8,400
Total 4100 - Grants	\$8,400
4200 - Earned Income	
4210 - Fees / Program Service	\$0
4213 - Equipment Rental	\$0
Total 4210 - Fees & Prog Serv	\$0
4220 - Sales	
3447 4223 - Allen Marine Hikes	\$6,000
4225 - Firewood	\$0
Total 4220 - Sales	\$6,000
4230 - Membership	
4231 - Households	\$5,000
4232 - Business Dues	\$1,000
Total 4230 - Membership	\$6,000
4240 - Special Event	\$0
Total 4200 - Earned Income	\$20,400
4900 - Other Income	
4910 - Interest and dividends	\$342
4915 - Administrative Recovery	\$25,000
Total 4900 - Other Income	\$25,342
4990 - Uncategorized Income (Savings)	\$7,680
Total Income	\$97,222

Expense

5000 - Personnel	
Total 5011 - Salaries & Wages	\$55,120
5100 - Payroll Taxes	
Total 5100 - Payroll Taxes	\$7,284
Total 5200 - Fringe Benefits	\$11,100
Total 5000 - Personnel	\$73,504

6000 · Non-Personnel Expenses	
Total 6000 · Contractual/Consulting	\$3,270
Total 6100 ·	
Travel	\$1,250
Total 6200 · Occupancy	\$1,500
Total 6300 · Vehicles & Local Transportation	\$5,198
Total 6500 · Supplies	\$10,500
Total 6600 · Equipment lease and repair	\$0
Total 6700 · Other	\$2,000
Total 6000 · Non-Personnel Expenses	\$23,718

Total Expense	\$ 97,222
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SOURCES OF MATCHED DOLLARS DETAIL - "BANG FOR THE BUCK CALCULATIONS" - For Sitka Trail Works, Inc.				
HOW \$10,00 from CBS LEVERAGES \$353,325 IN CAPITAL FUNDING AND \$92,350 IN ADMINISTRATIVE FUNDING				
CAPITAL PROJECT MATCH				
Purpose	Source Agency and % Match Requirement	Grant Funding (New money to Sitka, not General Fund)	Match Requirement (Provided by STW and Trail Plan partners)	Non General Fund capital for trail construction and maintenance and support projects (TOTAL)
Rasmuson Technology Upgrade	Rasmuson Foundation	\$ 8,770	\$ 3,250	\$ 12,020
Recreational Trails Program for Herring Cove Storm Damage 2016	State of AK 25%	\$ 39,771	\$ 10,044	\$ 49,815
State Storm Disaster Repairs	State of AK/CBS	\$ 41,490	\$ -	\$ 41,490
Federal Lands Access Program to CBS for Cross Trail Phases 4 and 5. Reimbursements through July 30 2015	WFL-DOT 9.03%	\$ 227,425	\$ 22,575	\$ 250,000
Total				\$ 353,325
City and Borough of Sitka 2016 General Fund Donation to Sitka Trail Works of \$10,000		\$353,325 / \$10,000	35 to 1 Benefit to Cost ratio. For every \$1 CBS donates, CBS realizes \$35 in trail construction and maintenance revenues.	
NON PROFIT ORGANIZATION MATCH				
Purpose 2016 Budget	Source Agency	Funding raised by STW from hikes, donations, etc.	Match provided by CBS General Fund Nonprofit Organization Fund	STW 2016 Administravie Budget (TOTAL)
To continue Sitka Trail Works as a model no profit organization through Board support, community outreach and supportive partnership and to complete the 2016 Annual Objectives list to create, maintain and promote the Sitka Trail system.	City and Borough of Sitka	\$88,822	\$8,400	\$97,222
City and Borough of Sitka 2016 General Fund Donation to Sitka Trail Works of \$8,400		\$88,822 / \$8,400	11 to 1 Benefit to Cost ratio. For every \$1 CBS donates, CBS realizes \$11 in support for the the STW Non Profit Corporation.	

SITKA TRAIL WORKS 2016 GOALS AND OBJECTIVES

	CREATE
	Extend the 2003 Trail Plan through 2021
	MOU agreement document signed with partners
	Cross Trail Phase VI Kramer to Ferry Terminal
	Design Phase - Works with CBS on FLAP Grant - RFP
	MAINTAIN
	Mosquito Cove Trail Repair - RTP grant
	2016 Maintenance Plan with CBS and USFS
	Trail repair project with USCG Chiefs
	Mosquito Cove Trail Maintenance Plan
	Membership based Trail Maintenance opportunities
	Cross Trail Clearing and Maintenance
	PROMOTE
	Publish Activities calender and free guided Saturday Hikes
	Computer Mapping of Trails added to website
	National Trails Day June 4th
	Resources: Human and Financial (quantity)
	Focus of Goal: FUNDING
	Apply to CBS Non Profit Grants Program for \$10,000 Operational Support
	Raise \$20,000 in local donations for operations; sale of 2 benches
	Earn revenue through Bench sales and Equipment Leases
	Focus of Goal: HUMAN
	Increase membership to 300 (230 in 2015)
	Install distance markers on the trails to promote trails for health purposes
	Initiate a plan to do a drone trail log with a high definition cam
	Additional computer mapping on the website with Google Earth and National Geographic mapping.
	Determine strategies to increase membership
	1st Aid and CPR training for Board and staff
	Internal Capacity (quality)
	Foraker training for new Board members
	Focus of Goal: OPERATIONS
	File 2015 IRS 990 for STW
	Submit timely , accurate grant reports
	Focus of Goal: BOARD
	Lead 14 hikes for community members and visitors
	Board Members will interact with and educate public when out on the trail system
	Focus of Goal: STAFF
	Foraker Strategic Planning or Sustainability Assessment for Board,
	Attend Leadership Summit and Trails Conference
	Focus of Goal: FACILITIES/OPERATIONS
	Thoroughly clean office, purge old files and tool shed
	External Relationships- Marketing/Communications/Reputation
	Focus of Goal: PARTNERSHIPS/REPUTATION
	Serve on USFS RAC Committee
	Schedule Board Meetings with new Assembly Members in March
	Goal: MARKETING/COMMUNICATION
	Publish Fall Newsletters
	Rebuild the website and FACEBOOK page 732 Friends on FB
	Increase visibility of STW in Community
	Increase advertising and PSA's
	Give Presentations to Rotary, Chamber
	Board members develop elevator speeches
	Develop printed materials that explain who & what STW
	Communicate economic benefits in public forums

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

Current grants secured by Sitka Trail Works

\$49,815 2016 Recreational Trails Program grant for Alaska State Parks Mosquito Cove Trail repairs
\$12,020 Rasmuson Tier One Technology Grant
\$250,000 in FLAP Cross Trail Phase 6 planning and design funding to CBS as a result of the partnership between the City, STW and the US Forest Service Sitka Ranger District.
\$2,000,000 2016 FLAP Phase 6 Cross Trail construction grant - pending

Previous Grants secured by Sitka Trail Works:

Rasmuson Foundation:

\$18,000 Cross trail grant
\$170,000 Herring Cove Trail and Trailhead parking area
\$168,000 Thimbleberry Heart Lake Trail
\$10,000 Technology grant, \$20,000 Equipment grant, \$18,000 Cross Trail matching funding

Federal Earmarks:

\$850,000 WWII Causeway and multiuse trail (Cross Trail). Awarded in 2008 and completely spent.

Alaska Trail Initiative:

\$422,000 Sitka Trail Plan Projects awarded in 2006 and completely spent.
\$130,000 for WWII Causeway

Other:

1.9 million Federal Lands Access funding for construction of the Cross Trail, in partnership with CBS, US Forest Service and US Forest Service
\$67,000 USFS RAC funding for Cross Trail demolition of old boardwalk, steps, etc.
\$49,000 2015 AK DNR Recreation Trails Program for Herring Cove storm repairs
\$50,000 AK DNR Recreational Trails Program for Cross Trail upgrade near High School
\$70,000 NOAA for Sea Lion Cove
\$262,000 USFS Centennial of Service Grant Herring Cove Trail
\$137,000 Outfitter/Guide fees for Herring Cove Trail

Matching funding campaigns:

STW recently coordinated a successful effort to raise an \$84,000 local match to leverage an additional \$800,000 for the Sitka Cross Trail, Planning, Design Right of Way acquisition and Construction.

In 2013 STW raised \$12,000 in matching funding for the FLAP program.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 26 1999

SITKA TRAIL WORKS INC.
403 LINCOLN ST STE 210
SITKA, AK 99835

Employer Identification Number:

DLN:

Contact Person:

RON GARBER

ID# 95008

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Addendum Applies:

No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)

-2-

SITKA TRAIL WORKS INC.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form

Letter 947 (DO/CG)

-3-

SITKA TRAIL WORKS INC.

990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

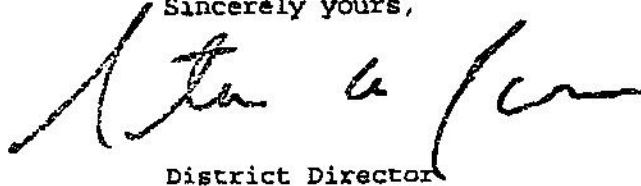
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Letter 947 (DO/CG)

Alaska Entity #62021D

State of Alaska
Department of Commerce, Community, and Economic
Development
Corporations, Business, and Professional Licensing

Certificate of Compliance

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, and custodian of corporation records for said state, hereby issues a Certificate of Compliance for:

SITKA TRAIL WORKS, INC.

This entity was formed on May 29, 1997 and is in good standing. This entity has filed all biennial reports and fees due at this time.

No information is available in this office on the financial condition, business activity or practices of this corporation.



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective July 22, 2015.

Chris Hladick
Commissioner

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SITKA TRAIL WORKS, INC

801 HALIBUT POINT ROAD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 24, 2014 through December 31, 2016
for the following line of business:

11 - Agriculture, Forestry, Fishing and Hunting



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.

Chris Hladick

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SITKA TRAIL WORKS, INC

801 HALIBUT POINT RD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

July 22, 2015 through December 31, 2016

for the following line of business:

23 - Construction



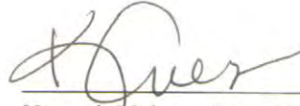
This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Chris Hladick

CBS Liabilities Form

- Property Tax



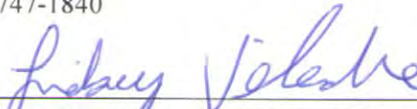
Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



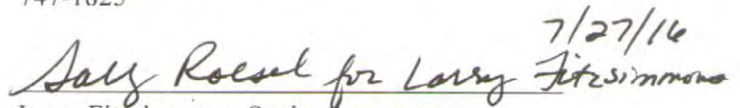
Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



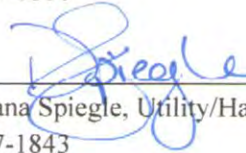
Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.