



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson

Interim Municipal Administrator: Phillip Messina
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Thursday, September 14, 2017

6:00 PM

Assembly Chambers

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 [17-151](#) Award FY18 General Fund Non-Profit Grants

Attachments: [FY18 NonProfit Grant Requests.pdf](#)
[Brave Heart_Redacted.pdf](#)
[Sitka Counseling_Redacted.pdf](#)
[SAIL_Redacted.pdf](#)
[The Salvation Army_Redacted.pdf](#)
[Alaska Arts SE_Redacted.pdf](#)
[Betty Eliason_Redacted.pdf](#)
[Greater Sitka Arts Councilapp_Redacted.pdf](#)
[Sitka Maritime Heritage Society_Redacted.pdf](#)
[The Island Institute_Redacted.pdf](#)
[Sitka Community Land Trust_Redacted.pdf](#)
[Sitka Trail Works_Redacted.pdf](#)

VII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

VIII. EXECUTIVE SESSION**IX. ADJOURNMENT**

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, CMC, Municipal Clerk
Publish: September 8*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-151 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 8/31/2017 **In control:** City and Borough Assembly
On agenda: 9/14/2017 **Final action:**
Title: Award FY18 General Fund Non-Profit Grants
Sponsors:
Indexes:
Code sections:

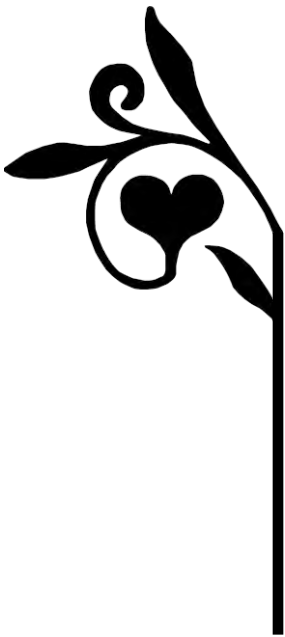
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[Sitka Maritime Heritage Society_Redacted.pdf](#)
[The Island Institute_Redacted.pdf](#)
[Sitka Community Land Trust_Redacted.pdf](#)
[Sitka Trail Works_Redacted.pdf](#)

Date	Ver.	Action By	Action	Result
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FY18 Non-Profit Grant Requests

	Applicant	FY18 Requests & Funds Available	FY18 Assembly Approved
	Human Services		
1	Brave Heart Volunteers	\$ 20,000	\$ -
2	Sitka Counseling and Prevention Services	\$ 10,000	
3	Southeast Alaska Independent Living	\$ 16,000	
4	The Salvation Army Alaska Sitka Corps	\$ 14,000	
	Subtotal	\$ 60,000	
	Funds Available FY18	\$ 25,000	
	Cultural & Educational Services		
5	Alaska Arts Southeast (Sitka Fine Arts Camp)	\$ 7,500	
6	Betty Eliason Child Care Center	\$ 2,500	
7	Greater Sitka Arts Council	\$ 7,500	
8	Sitka Maritime Heritage Society	\$ 8,250	
9	The Island Institutue	\$ 5,000	
	Subtotal	\$ 30,750	
	Funds Available FY18	\$ 10,000	
	Community Development		
10	Sitka Community Land Trust	\$ 10,000	
11	Sitka Trail Works	\$ 7,000	
	Subtotal	\$ 17,000	
	Funds Available FY18	\$ 10,000	
	Special Emergency		
	Funds Available FY18	\$ 5,000	
	Total FY18 Funds Requested	\$ 107,750	
	Total FY18 Funds Available Including Special Emergency Fund	\$ 50,000	
	TOTAL		

Brave Heart Volunteers
August 16, 2017



Application for

General Fund Grant for Nonprofit Organizations

City and Borough of Sitka
Fiscal Year 2018



AURIELLA HUGHES RN, EXECUTIVE DIRECTOR
BRAVE HEART VOLUNTEERS
P.O. BOX 6336
SITKA, AK 99835
(907) 747-4600
WWW.BRAVEHEARTVOLUNTEERS.ORG
AURIELLA@BRAVEHEARTVOLUNTEERS.ORG

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City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Brave Heart Volunteers

Name of Contact Person: Auriella Hughes RN, Executive Director

Phone: (907) 747-4600 Email: auriella@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: \$20,000 Percentage: 100%

Sources of Matched Dollars: Individual/Business Donations, Fundraisers, and Grants. Grants include: The White Elephant, Local Banks - Community Reinvestment Act, Alaska Community Foundation, End-of-Life Foundation of Juneau, Civic Groups, and Pick. Click. Give.

Brief Description of the Purpose of the Grant: To fund the day-to-day core services of providing in-home care and respite services, grief support and education, end-of-life and coordination of hospice volunteers, care trainings to individuals and families in Sitka. All services are free-of-charge or by suggested donation, and are provided year- round. The services are not duplicated or offered by any other organization in Sitka.

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

Name: Auriella Hughes RN

Title: Executive Director and Co-Founder of BHV Date: August 16, 2017

I. Detailed Project Description Overview

Category: Annual Grant/Human Services

Brave Heart Volunteers (BHV) is seeking \$20,000 to provide our important core services in Sitka, and to help create the on-going sustainability of our organization. BHV will provide Community Based Services in three main areas: 1) Volunteer Visiting Services 2) Education and 3) Grief/Bereavement.

BHV exists to fill gaps in community services. We provide a safety net for individuals and families facing chronic illness, terminal illness, isolation, end-of-life, caregiving challenges, plus grief and bereavement. BHV greatly values the continued support of the City and Borough of Sitka, and with your funding, we will be able to assist many elders and family members struggling with health challenges.

BHV volunteers and staff have been providing free-of-charge assistance to community members since 2001, and are proud to be heading into our 17th year of compassionate care. All of our core services are provided year round, and are unduplicated by any other organization in Sitka.

What will be done with funds?	Who will do it?	Who will be served?	When will this service be provided?
Volunteer Orientations	BHV Staff and Volunteers, local professionals	Interested Sitkans will be oriented to the Organization and policies to provide confidential companionship with elders	On an ongoing basis to fill an ongoing demand
Ongoing Volunteer Support and Education	BHV Staff including the Volunteer Coordinator	Actively serving volunteers will gather and learn about caregiving	Monthly, at the Volunteer Potluck gathering
Volunteer Visiting and Respite Support	BHV Staff and Volunteers	Sitkans who are caregivers, or who are receivers of care from family members	Daily, Weekly, Monthly, all year
Care-Giver Support Group Care-Giver Education	BHV staff: Therapeutic Care Manager, and local professionals	Sitkans who are caregivers, those caring for elders with dementia , illness, or end of life challenges	Twice every month, all year round at BHV
Adult Grief Education, Bereavement Counseling, and Grief Support Group	BHV staff: Therapeutic Care Manager	Sitkan adults who are experiencing grief and loss	An 8-wk session in fall, plus another 8-wk art therapy session, plus monthly year-round
Annual Compassionate Care at End-of-Life (Hospice) Trainings	BHV Staff and Volunteers, local professionals	Current BHV volunteers and interested Sitkans will be trained to serve a care-receiver who is at the end of their life.	An 8-wk session in fall 2017, and also in spring/ summer of 2018
End-of-Life Services	BHV Staff and Volunteers	Sitkans who are in End-of-Life situations, their family, and caregivers	On-going, as needed.
Community-wide Education and Trainings	Out-of-town or local professionals and experts, with the aid of BHV Staff and Board	Community members from all walks of life who are interested in learning more about Death and Dying concerns	Once or twice annually, as funds permit

II. Expected Outcomes

How will the project be measured as successful?

Indications of success for Brave Heart Volunteers include:

- Evaluations and surveys are completed by participants at the end of each orientation, end-of-life training class session, and support group series. Past participants offer positive verbal and/or written feedback. These are then reviewed and suggestions for improvements are assessed. Changes are made in delivery of services, based on feedback.
- Community individuals and businesses are significantly helping to sustain the organization financially, through regular and ongoing donations
- Community participants and families express through written or verbal feedback, that their needs are being met, and that they appreciate the services.
- Community members express satisfaction regarding program services delivery in the areas of volunteer visiting, end-of-life companionship, caregiver support groups, bereavement support, training and education programs.
- Support group and educational trainings/workshop attendees return for future trainings and events.
- Participants and volunteers support BHV with contributions of time, materials and creativity.

What will the tangible community benefit be?

- The most striking and best appreciated benefit to the community are the very important, professional, and compassionate-based care services available for the benefit of all, at no charge.
- Many of our services are directed at our elders, a group which can be marginalized and even forgotten at the social level without the kind attention and reminders Brave Heart offers. BHV was originally designed to "fill in the gaps."
- The support group participants benefit from a beautiful, calming, confidential, professionally facilitated, and safe setting to share their stories.
- We offer high level and comprehensive educational workshops so to inform our community members regarding death, dying, palliative care, hospice, advanced directives, illness, dementia, grief, caregiving, and volunteering.
- Economically speaking, the number of donated volunteer hours has a very large financial value and positive impact for the whole community of Sitka.
- Our organization also brings together groups of people from all walks of life, with the overall effect of creating a diverse network of support. and strengthening the community,

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

Benchmarking can be considered the process of comparing an organizations performance with a set standard. Our program effectiveness and success is measured by tracking our outreach data and numbers in all service areas from one year to the next. We compare the data from one year to the next, and factor in evaluations and feedback with measures of success as listed above.

The areas we track and report on include: 1) The number and types of services offered to meet the community needs. 2) The number and types of trainings offered. 3) The number of persons receiving services. 4) The number of persons attending trainings and support groups. 5) The number of persons using resource library. 6) The number and types of new volunteers and volunteer group participants. 7) The number of care-receivers cared for by volunteers. 8) The number of new referrals. 9) The number and variety of community groups, Tribal members, civic groups, faith groups, health, service and medical organizations that volunteers affiliated with. 10) The amount of total donations that are made by community individuals and businesses.

Brave Heart Volunteers has the sincere desire it to be meeting the community's need, as it arises, as best as we possibly can. All the while, we know that the numbers of elders in our community are rising, people are living longer with frailty and disabilities, cases of chronic illness like dementia are still on the rise, and the pain and sorrow that occurs from losing our loved ones will not cease to occur. It will be impossible to be all things to all people. But we will do our utmost to fill in the gaps and deliver excellent care to elders and their families.

III. Statement of Need

The Mission of Brave Heart Volunteers is to provide, with our volunteers and community members, compassionate caregiving, companionship, respite and education to those facing illness, isolation, end of life and grief. Our mission addresses a definite health and human services concern and aligns well with the category we are applying for.

At times we encounter community members who tell us that they are not sure about the range of Brave Heart services offered in Sitka. When we hear this, we think, *"They are the fortunate ones, they have not needed our services YET."* All it takes is the first experience of the decline of a loved one, a terminal diagnosis, the onset of dementia, or the sudden death of someone precious, to understand the importance of what Brave Heart has to offer. A striking example of this was when a well-known Sitkan was diagnosed with a brain tumor at a relatively young age. Brave Heart helped to coordinate over 50 volunteers so this care-receiver could stay at home during the entire course of his illness, and remain at home until his death. Caregiver support was offered during the extended period of the illness, and BHV was also able to provide follow-up with grief and bereavement services.

Regarding the documented need for our services, following are some very pertinent quotes from the Alaska Commission on Aging, the Aging Symposium- of 2014:

"Seniors live longer today and remain in better health than their predecessors. A longer life may also mean that **a growing number of older people will experience dementia and chronic health conditions** that can be compounded by underlying behavioral health conditions. Many seniors experience challenges in accessing primary care. Others struggle with depression. **Research shows older adults benefit from whole-patient care."** *Quote from the Aging Symposium Summary, Alaska Commission on Aging, 2014*

"Caregiving is a pressing national issue that will affect virtually all of us as the need for long-term services and supports increases due to the growing population of frail elderly....."

"The pool of potential family caregivers is expected to drop dramatically in the coming years from 7 potential family caregivers for every person age 80 years and older to 4 potential family caregivers by 2030."

Alaska has "the fastest-growing senior population of persons age 65 and older, and is positioned to be one of the states with the fastest-growing population of older people at risk for developing Alzheimer's disease."

All of the above summary statements point to the fact that we are an aging population that will need the whole person type of education and care that Brave Heart Volunteers provides.

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

The demonstration of local governmental support is very necessary in order to receive funding from both state and national funders. The financial support received from the City and Borough of Sitka allows Brave Heart Volunteers to demonstrate the community backing, which is essential in leveraging funds and securing grants from larger grant-making entities. Any loss of funding from CBS will significantly impede our ability to secure major grants, because BHV will not be able to demonstrate local support. With the fast growing rate of elders in the Sitka community, a lack of funding could result in reduced services and decreased program offerings. Our essential program services are considered to be vital, and they add a very important piece to solving the elder and family care and caregiving dilemma.

IV. Organizational Capacity

Track Record, Project Delivery and Management: Brave Heart Volunteers has an excellent record for grant reporting and program delivery. The organization has been providing compassionate home visiting and respite services by trained volunteers for over 15 years. BHV has provided totally new learning and service opportunities for staff and volunteers in the areas of hospice, death, caregiving and grieving, which previously went unattended to in our small island town of Sitka.

From the beginning, we have had as a priority the goal of bringing together diverse service agencies, civic and faith groups, and health, social service, and medical organizations to create a comprehensive care network for our community elders. We remain the primary organization in Sitka coordinating volunteer care.

Brave Heart Volunteers provides a whole-person approach to the care of our elders and those at end-of-life. Some benefits are as follows:

- BH Volunteers work side by side with other health professionals in Sitka, who assist elders in their homes, such as the Senior Center, SCH Home Health, and Center for Community.
- BHV can offer personalized care and support in the home, a comfortable and familiar environment. In time, volunteers get to know the care-receiver and family, and become a valued member of the care team.
- Important BHV values include dignity, kindness, compassion, and respect. BH Volunteers are trained to deeply respect care-receivers wishes. We want care-receivers to be able to concentrate on and enjoy the things that are important to them, during the time they have left.
- Brave Heart helps to educate families to where in our community they can turn for additional help and support. Follow up care is available with BH to family members who are experiencing grief and loss.

Community Support:

Brave Heart Volunteers provides caregivers in Sitka with the support they need, beginning the service delivery process on the same day we receive a call for assistance. In return, BHV has received generous community support. Over 80% of the individuals and families that receive BHV services become donors; many have a very tight budget, yet make regular, generous donations. The community support of BHV grows with every program delivered and each individual and family served.

While the levels of community support are the highest ever, the amount of money families are able to donate has followed a trend of steady decline since the economic downturn in Alaska. This change, coupled with the sharp increase in the number of Sitkans seeking services, does put a strain on the organization at times, and makes funding from local grants all the more important.

Board Attendance: BHV has six board members with an attendance rate of 84%. Traveling out of state is the most frequent reason a board member misses a monthly meeting. They will call in on speaker phone if possible.

Board: Sherie Mayo ♥ President	Karen Boyer ♥ Vice President	Kathy Kyle ♥ Treasurer
Ruth Culp ♥ Secretary	Aleeta Bauder ♥ At-Large	Michele Friedman ♥ At-Large
Jean Frank RN ♥ Co-Founder		

Special BHV Support: Marilyn Coruzzi, MD ♥ Hospice Training	Brita Speck JD ♥ Legal Advisor
Cheri Hample MA, MPH ♥ Grants and Sustainability	Bonnie Cottrell ♥ Pioneers' Home Liaison

Staff: Auriella Hughes, RN, ♥ Co-Founder and BHV Executive Director
Erin Matthes, MA ♥ BHV Therapeutic Care Manager
Maury Hackett, BA ♥ BHV Office Manager and Volunteer Coordinator (begins September 18th)
Tobey Warnock BA ♥ AmeriCorps Volunteer: BHV Program Assistant

2016 Budget

Income	
Total Donations	\$ 63,696
Total Fundraisers	\$ 17,784
Total Grants	\$135,782
Total Interest Income	\$ 1,864
Total Income	\$219,126
Expense	
Total Contracted/Professional	\$ 12,126
Total Insurance	\$ 2,554
Total Fundraiser Cost (event costs, volunteer appreciation)	\$ 1,936
Total Operations-Health Summit	\$ 5,975
Total Other (membership, dues, permits, bank fees, registrations)	\$ 1,404
Total Payroll Expenses	\$156,048
Total Promotion	\$ 1,380
Total Supplies (printing, office, training, support groups)	\$ 2,764
Total Technical Support	\$ 10,350
Total Telephone, Internet, Fax	\$ 4,322
Total Travel, Conference & Training	\$ 23,219
Total Expense	\$222,078

Grants Received 2016

Alzheimer's Foundation of America
 Alaska Mental Health Trust Authority -
 a) AMTHA Technical Assistance
 b) AMTHA Partner
 c) AMTHA Alzheimer's Program
 City and Borough of Sitka
 Crosset Foundation
 First Bank
 IHI SCALE
 New York Life Foundation
 Sitka AK Permanent Charitable Trust
 Sitka Women's Club
 White Elephant

2017 Budget

Income	
Total Donations	\$ 55,000
Total Fundraisers	\$ 15,000
Total Grants	\$ 40,000
Total Interest Income	\$ 2,000
Total Income	\$112,000
Expense	
Total Contracted/Professional (AmeriCorps, Bookkeeping)	\$ 18,500
Total Insurance (Liability)	\$ 2,600
Total Fundraiser Cost (events, volunteer appreciation)	\$ 1,400
Total Other (membership, dues, permits, bank fees, registrations)	\$ 1,400
Total Payroll Expenses (ED, Therap. Care, & Office Manager)	\$ 73,900
Total Promotion (Sentinel, BHV newsletter, radio stations, ads)	\$ 1,400
Total Supplies (printing, office, training, support groups)	\$ 2,600
Total Technical Support (technical equip. repair/maint.)	\$ 4,600
Total Telephone, Internet, Fax (annual charges)	\$ 4,400
Total Travel, Conference & Training (OOT Presenters, CoEd)	\$ 1,200
Total Expense	\$112,000

Grants Received & Anticipated 2017-18

AARP
 Alaska Community Foundation
 Alaska Mental Health Trust Authority
 ALPS
 Alzheimer's Foundation of America
 City and Borough of Sitka
 CHARR
 End of Life Foundation of Juneau
 First Bank
 First National Bank of Alaska
 SCH Foundation
 Wells Fargo
 White Elephant
 USCGS
 United Way Community Impact

Project Budget Narrative FY 2018

Budget Category	FY 2017-18 Project Budget for CBS General Fund Grant
Personnel Request Description:	The combined total for Personnel services requested is \$20,000. All Personnel Services totals are budgeted for the full 12 months of the project. Grant funds will go towards the Therapeutic Care Manager and the Volunteer Coordinator positions
BHV Therapeutic Care Manager	Requested: \$13,800 @ \$40/hr. x 345 hrs. over the course of project year BHV Therapeutic Care Manager provides direct services to grieving individuals and families, participates in the hospice/end-of-life training, organizes and facilitates the care-giver support group and the bereavement support groups, follows up with care-receivers and volunteers after a loss, and educates in the areas of caregiving, loss, grief, and bereavement.
BHV Volunteer Coord.	Requested: \$6,200 @ \$18/hr. x 345 hrs. over the course of project year The Volunteer Coordinator recruits and manages volunteers, helps with the orientation, training, and screening process of volunteer care-givers, assists with matching volunteers with care-receivers, coordinates end-of-life assignments, coordinates volunteer events, produces the volunteer potluck, and maintains excellent communication with all volunteers.
BHV Executive Director	Requested: \$0
BHV Office Manager	Requested: \$0
BHV Contracted Profess.	Requested: \$0
BHV Payroll Taxes	Requested: \$0
Total Project Request:	\$20,000.

Information regarding Brave Heart Volunteers budget:

In the past three years at Brave Heart Volunteers we have experienced a major turnover in staff. We are using our valuable experiences to learn, consolidate, and grow stronger as a non-profit organization. Our focus is now strictly on core services. Our staff has been trimmed down to four persons plus our bookkeeper, and you will see that our budget reflects this trimming as well. **The \$20,000 we are requesting from the City and Borough of Sitka will be used to pay for the essential core services we offer to the community, and in retaining high-quality staff members to deliver them.**

As we celebrate 16 years of compassionate care in Sitka, we are at a crossroads, and we are refocusing on our deeply held values and mission. We surely want to meet the ongoing demand and requests for services that come in every week from our community members, and we know the community wants this of us as well.

We Value

Dignity, Kindness, Compassion, Respect and Community

Our Mission

We provide, with our volunteers and community partners, compassionate caregiving, respite and education to those facing illness, isolation, end-of-life and grief.

V. Required Documents

Included in this request are the following documents:

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

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.

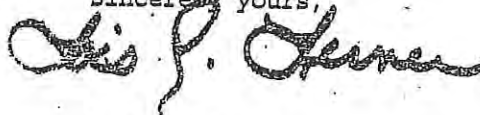
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of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

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.

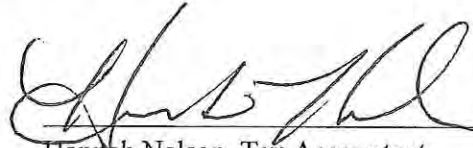
Chris Hladick

Organization Name: Brave Heart Volunteers


747-4600

CBS Liabilities Form

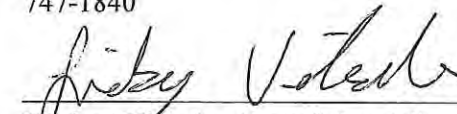
- Property Tax


Hannah Nelson, Tax Accountant
747-1853


- Sales Tax


Hillary Nutting, Accounting Clerk
747-1840

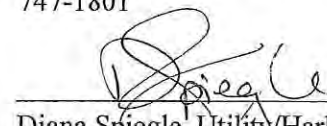
- Municipal Leases


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

Alaska State Business License Number (if applicable): 298434

Name of Contact Person: Amy Zanuzoski

Phone: 747-3636 Email: amyz@sepsak.org

Mailing address: 113 Metlakatla St.

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

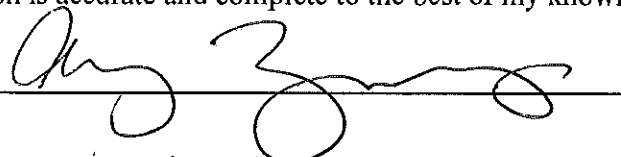
Dollars Requested: \$10,000

Match Dollars Committed: \$5,000 Percentage: 50%

Sources of Matched Dollars: Medical

Brief Description of the Purpose of the Grant: Prevention

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: 8/22/17

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

Applicant: Sitka Counseling/HOPE Coalition

Sitka Counseling is applying for the annual grant in the Human Services category.

The grant will contribute to behavioral health related prevention efforts within Sitka and demonstrate ongoing community and City and Borough of Sitka support. This support allowed us to leverage funding from state and national sources. The Strategic Prevention Framework-Partnerships for Success (SPF-PFS) Grant which we received last year allowed us to begin addressing prescription opioid and heroin related issues in our community. We partnered with Sitka Community Hospital, SEARHC, Public Health and Harry Race & Whites Pharmacies to develop and distribute pamphlets and posters to raise awareness of the proper disposal of prescription medications as well as the use of opioid/heroin overdose response kits (NARCAN). This four year grant, bringing \$150,000.00 per year, is now in its second year and will allow for continued efforts to address the opioid/heroin epidemic through the coalition/partnership building process.

We also resubmitted an application for a Federal Drug Free Communities Grant (\$125,000.00 per year for up to ten years) which will be announced in late September. As with the SPF-PFS grant, the funding will be shared with other community partners to address youth tobacco, alcohol and marijuana substance use, misuse and abuse through the coalition based structure.

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.

Specifically, the CBS Grant will be used to offset costs of staffing, materials, services and supplies which are not covered under the state and federal grants. The grant will also expand/sustain the community wide data gathering and evaluation system developed this past year.

Administering of the grant monies will be done through Sitka Counseling in conjunction with the HOPE Coalition members and partners. Coalition staff will perform the “day to day” work necessary to achieve desired outcomes. The Financial Director of Sitka Counseling will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

Prevention efforts have already been initiated with the help of previous CBS grant funding, Sitka Counseling funds and most recently the State of Alaska SPF-PFS Grant. A core group of 10-24 community members of the HOPE Coalition has met regularly for the last two years and 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. Edgumbe High School Health Fair, prevention displays at local schools and providing Youth and Adult Mental Health First Aid Training. With this CBS Grant and the state SPF-PFS grant, the prevention efforts in our community will be expanded, better coordinated and more effective.

Sitka Counseling 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), 2016 (\$7,581.00) and 2017 (\$4,692.00).

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

Applicant: Sitka Counseling/HOPE Coalition

The ultimate success will be measured by a reduction in the number of people indicating 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 indicates 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. 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.

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.

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:

- Ongoing committee attendance/involvement for data gathering and evaluation implementation
- Increased capacity (ongoing)
- Establishment of a "real-time" Substances of Abuse Task Force. (by 9-24-2017)
- Specific evaluation process established with partnering agencies. (by 12-01-2017)
- Prevention related programmatic tracking system set up and utilized. (by 10-1-2017)

Programmatic related

- Increase in HOPE Coalition membership (by 12-31-2017)
- Presentations for community organizations (three by 12-31-2017)
- Develop two PSA's (by 12-31-2017)
- Place four resource material displays around community with stocked resource materials (by 12-31-2017)
- Establish one policy change to reduce youth access to one of the targeted substances (by 12-31-2018)
- Partner with a minimum of three partners on their projects/programs (by 5-28-2018)
- Establish one policy change to reduce access (over prescribing) to prescription opioids (by 6-31-2018)
- Increased distribution of medication disposal brochures and bags
- Increased distribution of Anti-overdose (NARCAN) kits.

The continued growth 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 long term negative impact.

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

Applicant: Sitka Counseling/HOPE Coalition

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
<u>Binge drank (Significantly above state average)</u> →	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 applied and were granted 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 re-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 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/HOPE Coalition

Organizational Capacity

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, confirmed by outside audits. The Coalition Director has a Master's 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. He also was one of 32 individuals selected nationally to participate in a yearlong "Addressing Health Disparities Leadership Program" sponsored by the National Council for Behavioral Health. A second staff member has been hired to assist in prevention activities. Sitka Counseling, through the HOPE Coalition is committed to establishing community wide partnerships and processes which address substance use, misuse and abuse across the lifespan.

Community Support:

The HOPE Coalition has been in existence for over two years, 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, Sitka Public Health Department 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, Ken Davis-Vice President, Vicki Keele-Secretary/Treasurer, Antonio Rosas, Nathaniel Bean, 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.

Required Documentation

CBS Liabilities Form

Copy of nonprofit documentation

Current State of Alaska nonprofit organization business license.

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

Attachment - Detailed Budget for the Project FY2018

Cost Category	FTE	CBS AWARD	MATCH CASH	PROJECT TOTAL
Personnel				
Program Coordinator	1.00	\$ 7,000.00	\$10,000	\$ 17,000.00
Fringe Benefits at 26%			\$ 2,600	\$ 2,600.00
Total Personnel	1.00	\$ 7,000.00	\$12,600	\$ 19,600.00
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		\$ 1000.00		\$ 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		\$ 10,000.00	\$ 15,600.00	\$25,600.00

Itemized list of grants:

Department of Behavioral Health Treatment and Recovery Comprehensive \$768,071.00

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)

9:18 AM

08/14/17

Accrual Basis

SITKA COUNSELING AND PREV Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
4100 · Grant Revenue	1,061,667.00	1,083,368.00	-21,681.00	98.0%
4101 · Mini-Grants Revenue	100.00	50.00	50.00	200.0%
4105 · Contract Revenue	14,160.00	6,000.00	8,160.00	236.0%
4114 · Parenting Class Fees	675.00	75.00	600.00	900.0%
4200 · Client Fees	2,227,953.75	1,900,517.90	327,435.85	117.2%
4260 · Other Fees	1,307.50	5,000.00	-3,692.50	26.2%
4270 · Food	15,056.36	25,000.00	-9,943.64	60.2%
4271 · AW Room Fees	0.00	0.00	0.00	0.0%
4300 · In-Kind Services	0.00	0.00	0.00	0.0%
4400 · Unrestricted Income				
4410 · Interest Income	594.31	0.00	594.31	100.0%
4420 · Donations - Local	7,375.18	2,000.00	5,375.18	368.8%
4422 · Donations - Board Member	545.00			
4424 · Donations - Harbor Lights	3,000.00			
4426 · Donations - Family Center	3,200.00			
4428 · Donations - Christmas Bazaar	7,437.61	4,000.00	3,437.61	185.9%
4440 · United Way	115.43			
4445 · Miscellaneous Income	30.00	0.00	30.00	100.0%
4450 · Recovery Of Bad Debt	4,504.82			
4455 · AW Social Rec Fund	-305.00			
4460 · Facility Rental	68,071.80	84,000.00	-15,928.20	81.0%
Total 4400 · Unrestricted Income	94,589.15	90,000.00	4,589.15	105.1%
4491 · Flume Circle Reimbursements	17,947.88	25,920.00	-7,972.12	69.2%
4492 · Rep Mgmt Fee	3,726.00			
Total income	3,437,162.64	3,135,930.90	301,251.74	109.6%
Cost of Goods Sold				
4600 · Adjustments				
4601 · Sliding Fee W/O	1,567.07	50,000.00	-48,432.93	3.1%
4607 · Medicaid W/O	409,005.02	102,915.90	306,089.12	397.4%
4609 · Client Fees/Write Offs	92,721.18	41,000.00	51,721.18	226.1%
4610 · Bad Debt Write Off	0.00	0.00	0.00	0.0%
4612 · Miscellaneous Adjustments	570.74	6,500.00	-5,929.26	8.8%
Total 4600 · Adjustments	503,864.01	200,415.90	303,448.11	251.4%
Total COGS	503,864.01	200,415.90	303,448.11	251.4%
Gross Profit	2,933,318.63	2,935,515.00	-2,196.37	99.9%
Expense				
5100 · Personal Services				
5101 · Wages	1,862,170.29	1,775,678.00	-113,507.71	93.6%
5175 · Payroll Taxes	136,250.05	176,664.77	-40,414.72	77.1%
5176 · Retirement	19,760.10	48,173.51	-28,413.41	41.0%
5177 · Health Insurance	126,546.34	192,641.72	-66,095.38	65.7%
Total 5100 · Personal Services	1,944,726.78	2,193,158.00	-248,431.22	88.7%
5200 · Travel				
5210 · Local Mileage	4,183.46	6,540.00	-2,356.54	64.0%
5215 · Travel - Training	47,636.66	36,707.00	11,129.66	130.3%
5220 · Travel - Business	5,597.37	3,884.00	1,713.37	144.1%
5230 · Training/Tuition	32,797.79	22,797.00	10,000.79	143.9%
Total 5200 · Travel	90,415.28	69,928.00	20,467.28	129.3%
5300 · Facility				
5310 · Rent	0.00	54,233.00	-54,233.00	0.0%
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	68,200.00	-68,200.00	0.0%
5320 · Telephone	21,753.65	27,686.00	-5,932.15	78.6%
5325 · Utilities	54,410.23	48,726.00	5,684.23	111.7%
5330 · Maintenance & Repairs	46,224.15	14,769.00	31,435.15	312.6%
Total 5300 · Facility	122,388.23	290,677.00	-168,488.77	42.1%

9:18 AM

08/14/17

Accrual Basis

SITKA COUNSELING AND PREV Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
5400 • Supplies				
5410 • Office Supplies	10,574.27	6,842.00	3,732.27	154.5%
5415 • Program Supplies	6,392.50	11,208.00	-4,815.50	57.0%
5425 • Household Supplies	6,326.17	7,150.00	-823.83	88.5%
5430 • Food Supplies	23,981.68	29,807.00	-5,825.32	80.5%
5440 • Postage	1,871.62	3,106.00	-1,234.38	60.3%
Total 5400 • Supplies	49,146.24	58,113.00	-8,966.76	84.6%
5500 • Equipment				
5510 • Equipment Purchases/Rental	23,717.25	39,441.00	-15,723.75	60.1%
5515 • Equipment Maintenance	15,239.17	6,992.00	8,247.17	218.0%
Total 5500 • Equipment	38,956.42	46,433.00	-7,476.58	83.9%
5600 • Other				
5610 • Audit	16,463.95	16,536.00	-72.05	99.6%
5613 • UA Testing	857.10	2,878.00	-2,018.90	29.8%
5616 • Professional Fees/Licenses	992.04	2,000.00	-1,007.96	49.6%
5618 • CARF Accreditation Fees	9,780.00	0.00	9,780.00	100.0%
5619 • Dues/Subscriptions	3,994.00	1,000.00	2,994.00	399.4%
5628 • Individualized Services	945.75	970.00	-24.25	97.5%
5633 • Advertising/Printing	43,824.10	7,170.00	36,654.10	611.2%
5635 • Insurance	89,793.83	77,748.00	12,047.83	115.5%
5647 • Background Checks	1,858.50	2,470.00	-611.50	75.2%
5650 • Pre Employment Screening	3,688.00	2,221.00	1,467.00	188.1%
5654 • Impementation Funds	4,028.00	47,397.00	-43,369.00	8.5%
5656 • Recruitment Costs	4,511.20	5,000.00	-488.80	90.2%
5670 • Contracted Services	68,499.50	34,868.00	31,631.50	190.7%
5675 • Cont Services - Nurse	55,948.62	30,968.00	24,980.62	180.7%
5680 • Cont Services - Med Director	38,842.03	37,842.00	1,000.03	102.8%
Total 5600 • Other	342,026.62	289,064.00	72,962.62	127.1%
5800 • Miscellaneous				
5810 • Bank Charges	4,301.28	2,650.00	1,651.28	162.3%
5815 • Finance Charges	264.71	3,000.00	-2,735.29	8.8%
5825 • Interest - Line Of Credit	0.00	1,542.00	-1,542.00	0.0%
5840 • Reimbursable Expenses	2,095.53	0.00	2,095.53	100.0%
5860 • Christmas Bazaar	1,393.60	750.00	643.60	185.8%
5880 • Miscellaneous Expense	20.00	0.00	20.00	100.0%
Total 5800 • Miscellaneous	8,075.10	7,942.00	133.10	101.7%
56900 • Reconciliation Discrepancies	51.71			
Total Expense	2,595,788.38	2,935,515.00	-339,728.82	88.4%
Net Income	337,532.25	0.00	337,532.25	100.0%

SITKA COUNSELING AND PREV
Balance Sheet
As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1115 · 1st Bank Operating	227,993.29
1120 · 1st Bank Food Stamp Checking	3,526.59
1121 · 1st Bank - Sitka Health Summit	3,302.97
1130 · FNBA Savings	3,074.02
1131 · FNBA Checking	97,843.34
1137 · 1st Bank - USDA Loan SJC Rsrv	45,290.29
1145 · First Bank - USDA Loan IRR Rsrv	27,822.44
1150 · Endowment Fund/Charles Schwab	5,000.09
1160 · Petty Cash	200.00
Total Checking/Savings	414,053.03
Accounts Receivable	
1200 · Accounts Receivable	55,560.80
Total Accounts Receivable	55,560.80
Other Current Assets	
1225 · Client Fee Receivables	675,696.99
1227 · Allowance For Doubtful Accts	-516,132.12
1240 · Other Receivable	-9,264.22
1241 · Exparte Receivables	10,380.63
1245 · Employee Advances	-606.00
1250 · Prepaid Expenses	74,147.17
Total Other Current Assets	234,222.45
Total Current Assets	703,836.28
Fixed Assets	
1310 · Building Indian River Road	752,346.97
1315 · Property & Equipment	103,371.98
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	-805,412.60
Total Fixed Assets	2,196,364.42
TOTAL ASSETS	2,900,200.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 · Accounts Payable	18,253.51
Total Accounts Payable	18,253.51
Other Current Liabilities	
2120 · Payroll Liabilities	
2130 · ESC Payable	-1.07
2141 · Health Insurance Payable	-38,803.49
2120 · Payroll Liabilities - Other	38.35
Total 2120 · Payroll Liabilities	-38,766.21
2220 · Security Deposits	10,720.00
Total Other Current Liabilities	-28,046.21
Total Current Liabilities	-9,792.70

9:09 AM

08/14/17

Accrual Basis

SITKA COUNSELING AND PREV

Balance Sheet

As of June 30, 2017

	Jun 30, 17
Long Term Liabilities	
2337 · Note Payable - Rural Developmen	85,357.29
2338 · Note Payable - FNBA	51,771.49
2339 · Note Payable Sitka Recovery Cam	1,334,866.73
	<hr/>
Total Long Term Liabilities	1,471,995.51
	<hr/>
Total Liabilities	1,462,202.81
	<hr/>
Equity	
3100 · Unrestricted Net Assets	1,095,465.64
3110 · Endowment Fund Balance	5,000.00
Net Income	337,532.25
	<hr/>
Total Equity	1,437,997.89
	<hr/>
TOTAL LIABILITIES & EQUITY	2,900,200.70
	<hr/>



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

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).

Feb. 17, 2016 LTR 4168C 0

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.

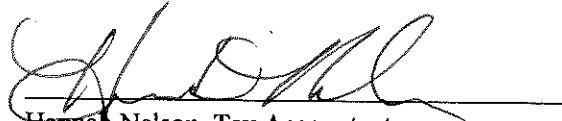
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Chris Hladick

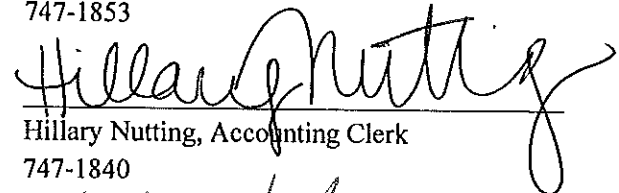
Organization Name: Sitka Counseling

CBS Liabilities Form


- Property Tax


Hannah Nelson, Tax Accountant
747-1853

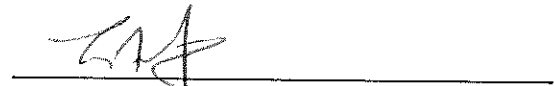
- Sales Tax


Hillary Nutting, Accounting Clerk
747-1840

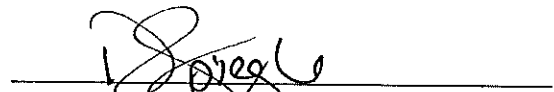
- Municipal Leases


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: Southeast Alaska Independent Living - SAIL

Alaska State Business License Number (if applicable): 182852

Name of Contact Person: Tiffany Justice

Phone: 747-6859 Email: tjustice@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: \$16,000

Match Dollars Committed: \$140,175 Percentage: 90% committed; 10% 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, Tiffany Justice, 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 23, 2017

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 23, 2017

Dear Mayor and Assembly Members,

Thank you for your dedication in 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 meet.

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,

Tiffany Justice
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

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 72% 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 \$9,589 for personnel expenses to serve our consumers and to provide disability awareness presentations to the broader community and \$2,991 for operating costs necessary to deliver essential services. Although this request for \$16,000 represents only 10% 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 **36** new consumers, bringing our total of active consumers to **185** for the FY18. Furthermore, **17** consumers met their goals for independent living and completed use of SAIL's services during the FY18. **155** individuals acquired necessary Assistive Technology and durable medical equipment through our loan closet, with another **15** individuals receiving goods and services through our Last Resort Fund. In all, these loaned items and purchased goods/services dramatically impact the safety, independence, and quality of life of local residents in need. We collaborated with numerous local agencies to ensure success for these individuals as well as share education and awareness to increase understanding of disabilities and foster 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 **40** Sitka School District students received disability awareness presentations and we surpassed our local business/community group disability awareness education goals to **23** businesses/groups.

When will service be provided: Project services and expenses will be conducted throughout FY18.

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;
FY 2017 \$8,835			

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.
One hundred (100) Sitka school students and fifteen (15) 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 recovering from a rare disorder who needed assistance transitioning back into his home after being discharged from the hospital. We assisted him with every step of making the necessary plans and accommodations in his home for the transition. Together, we completed a Nursing Home Transition Grant to fund PCA services, home modifications, and medical equipment that was decided upon and researched in collaboration with his doctor, case manager, physical therapist, and family. He has since been able to live and recover in the comfort of his home and is looking into future employment assistance to further his independence. Another example is of a man with who experienced a traumatic brain injury and needed accessibility features to continue living independently in his own home. SAIL assisted him with getting approval from his insurance for a new wheelchair as well as finding funding to install a ramp so that he can use his wheelchair to leave his home safely and 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, Norton Gregory – Juneau, Ryan Salmon – Haines

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

Sitka City Grant Proposal - Fiscal Year 2018

Detailed Sitka Program Budget FY18 and Actual Revenue and Expense FY17

EXPENDITURES				TOTAL	TOTAL
	FTE	This Request	Other Funds	Budget FY 2018	Actual FY17
A. 100 Personnel Services					
Sitka staff	1.00	\$7,246	\$39,853	\$47,099	\$59,206
Admin Support	0.50		\$28,840	\$28,840	\$8,166
Jesuit Volunteer	1.00		\$13,500	\$13,500	\$13,500
Volunteer Staff			\$0		
Fringe Benefits/Payroll taxes		\$2,343	\$20,523	\$22,866	\$14,666
TOTAL Personnel Services		\$9,589	\$102,716	\$112,305	\$95,538
B 200 Travel					
Staff travel		\$0	\$2,000	\$2,000	\$1,300

Auto gas	\$0	\$750	\$750	\$873
<i>TOTAL Travel</i>	\$0	\$2,750	\$2,750	\$2,173
C. 300 Facility				
Office rental	\$1,190	\$10,810	\$12,000	\$12,000
Postage	\$12	\$138	\$150	\$150
Telephone	\$278	\$2,222	\$2,500	\$2,500
<i>TOTAL Facility</i>	\$1,480	\$13,170	\$14,650	\$14,650
D. 400 Supplies				
Office supplies	\$71	\$1,329	\$1,400	\$1,400
Program supplies	\$1,869	\$1,131	\$3,000	\$3,000
<i>TOTAL Supplies</i>	\$1,940	\$2,460	\$4,400	\$4,400
E. 500 Equipment				
Vehicle	\$0	\$850	\$850	\$850
<i>TOTAL Equipment</i>	\$0	\$850	\$850	\$850
F. 600 Other Operating Expense				
Accounting	\$0	\$0	\$0	\$0
Agency liability insurance	\$0	\$0	\$0	\$0
Advertising	\$0	\$200	\$200	\$200
Dues, fees, and licenses	\$0	\$0	\$0	\$0
Consumer Service Fund	\$0	\$0	\$0	\$0
Education & Training	\$0	\$0	\$0	\$0
Scholarships	\$0	\$620	\$620	\$620
Tech Support	\$0	\$0	\$0	\$0
Audit	\$0	\$0	\$0	\$0
Fundraising expense	\$0	\$2,000	\$2,000	\$0
Indirect Cost Rate	\$2,991	\$15,409	\$18,400	\$18,400
<i>TOTAL Other Expense</i>	\$2,991	\$18,229	\$21,220	\$19,220
TOTAL PROJECT COSTS	\$16,000	\$140,175	\$156,175	\$136,831
REVENUE				
	Project Request	Other Funds	TOTAL Project Budget	<i>TOTAL Actual FY17</i>
<i>Local, State, Federal grants</i>				
Sitka City grant	\$16,000		\$16,000	\$8,835
ADRC State grant		\$71,000	\$71,000	\$55,721
HHS-ACL		\$33,596	\$33,596	\$51,131
<i>Fundraising and Support</i>				
White Elephant		\$3,000	\$3,000	\$3,000
Sitka Charitable Trust		\$4,579	\$4,579	\$5,674
Holland & Other Donations		\$4,000	\$4,000	\$5,000
Fundraising		\$4,000	\$4,000	\$2,470
Fees for service		\$20,000	\$20,000	\$5,000
TOTAL PROJECT REVENUE	\$16,000	\$140,175	\$156,175	\$136,831



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077594588
Mar. 28, 2016 LTR 4168C 0

BODC: TE

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

054989

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

Dear Taxpayer:

This is in response to your request dated Feb. 29, 2016, regarding your tax-exempt status.

We issued you a determination letter in February 1993, 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).

Mar. 28, 2016 LTR 4168C 0

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

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement

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

Organization Name: Southeast Alaska Independent Living Inc.

CBS Liabilities Form

- Property Tax



Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



Hillary Nutting, Accounting Clerk
747-1840

- Municipal Leases



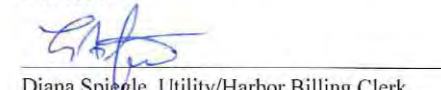
Lindsey Vilandre, Payroll Specialist
747-1825

- 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: The Salvation Army Alaska Sitka Corps

Alaska State Business License Number (if applicable): 11806

Name of Contact Person: Major Joseph Murray

Phone: (907)747-3358

Email: joe.murray@usw.salvationarmy.org

Mailing address: 143 E. 9th Avenue Anchorage, AK 99501 Physical address: 405 Sawmill Creek Rd. 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: \$14,000

Match Dollars Committed: \$14,000

Percentage: 50%

Sources of Matched Dollars: local food drives, cash and in-kind support from local businesses and donors

Brief Description of the Purpose of the Grant: This grant will fund food assistance for Sitkans provided by The Salvation Army Alaska Division's Sitka Corps. Grant funds will purchase food for the food pantry, as well as essential equipment, such as small kitchen items used in food preparation and in need of replacement.

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

Name: 

Title: Divisional Secretary

Date: August 23, 2017

The Salvation Army Alaska
City and Borough of Sitka Application for General Fund Grants
August 21, 2017

Project Description:

The Salvation Army Alaska Division's Sitka Corps is applying for the City and Borough of Sitka grant under the Human Services category.

Our grant request includes food for the food pantry and soup kitchen and also a small amount to replace needed equipment in the kitchen for The Salvation Army Sitka Corps. Our food pantry request will support the food pantry and soup kitchen needs of Sitka. The grant project funds will also be used to purchase necessary equipment for the soup kitchen and for mass feeding as needed during disaster response. These components of the project will be matched with food and supplies donated during food drives and funds donated for same.

The Salvation Army Alaska Division will complete all aspects of the project. Food assistance funds will continue to support purchase of food items for distribution in boxes or preparation for soup kitchen patrons.

The Sitka Corps Food Pantry and Soup Kitchen assists anyone who qualifies for assistance from the Sitka Tribe of Alaska (STA), TEFAP (The Emergency Food Assistance Program), or the Food Stamp program. We served thousands of meals and food boxes to hungry individuals, families, and seniors in Sitka in FY16.

The Salvation Army Alaska Division's Sitka Corps received a City and Borough of Sitka grant in FY15 for \$13,929 and in FY16 for \$12,917. These were our first grants from the City/Borough. This year we request \$14,000 for food assistance. Funds will be expended during FY18, from October 1, 2017 through March 31, 2018.

Expected Outcomes:

The approval of this funding request will mean our continued ability to address the hunger needs of all Sitkans. In continuing our food assistance work, we will expect our most vulnerable community members to have increased health and reduced stress due to food insecurity.

We will measure the progress of the grant in the data collected daily by our officers, tallying the distribution of meals at the soup kitchen and food pantry items and boxes throughout the year.

Continuing to work with the City and Borough of Sitka on food security, both during times of disaster and in every day life is part of our commitment as The Salvation Army Alaska. We will continue to serve the community as we partner. The grant funding's tangible benefit to our community will be a healthier community, who is at the ready to feed her individuals and families during their most intense times of need. This food security will allow Sitkans to address other basic needs of shelter,

employment, and emotional issues such as grief and mental health as they return to self-sufficiency.

We'll mark our progress on use of funds through periodic review of the data of numbers served in the food pantry and soup kitchen. We will also review funds spent in an effort to spread funding evenly throughout the grant period.

Statement of Need:

Food insecurity continues to be an issue for Sitka's people. The Salvation Army Alaska's Sitka Corps soup kitchen patrons and the families and individuals utilizing the food pantry continue to grow in numbers.

Food availability for distribution is of paramount concern. We need funds to keep the food pantry stocked and soup kitchen running. This grant project will leverage matching funds from community food drives and special food drive events taking place later in the year in Sitka.

Organizational Capacity:

The Salvation Army has provided services to those Sitkans most in need for over 100 years. Over the course of that service, we have become known for our programs for spiritual encouragement, social services, and emergency disaster response. Our food pantries and soup kitchens are helping Alaskans with food assistance across the state.

Our Salvation Army Sitka Corps is continuing to re-build its local Advisory Board, but it is not yet established. We will continue to work on this goal this year.

Prior and current grants:

FY13 --

1. Rasmuson Safety Net Assistance Grant - \$5,954.76
2. Emergency Food and Shelter Program - FEMA Phase 30- \$2,000*
3. Homeless Assistance Program (State/ AHFC) HAP – 13 SVA-3 \$114,780*

FY14 --

1. Emergency Food and Shelter Program - FEMA Phase 30- \$2,000*

FY15 --

1. Homeless Assistance Program State/ AHFC) HAP – 15 – SVA – 3 \$72,160*
2. Rasmuson Safety Net Assistance Grant - \$6,158.46*
3. Emergency Food and Shelter Program - FEMA Phase 32- \$2,800*
4. City and Borough of Sitka -- \$13,929

FY16

1. Homeless Assistance Program State/ AHFC) HAP – 15 – SVA – 3 \$72,160*

2. City and Borough of Sitka -- \$12,917

FY17

1. Homeless Assistance Program State/ AHFC) HAP – 15 – SVA – 3 \$73,242*
2. Emergency Food and Shelter Program - FEMA Phase 32- \$2,800*

*HAP and FEMA grants are not listed in accompanying line item budget. These grants go through a separate budgeting process.

		SIT-Administration Social Service YTD Period 12 12 2017 Budget	SIT-Administration Social Service YTD Period 10 10 2017 Actuals through July 2017	SIT-Administration Social Service YTD Period 12 12 2018 Budget Alaska
Contributions (100)		\$12,000.00	\$16,893.50	\$17,000.00
0010-510-500-4151-00-000	DESIGNATED Contribution Portfolio	\$12,000.00	\$2,939.00	\$17,000.00
Gifts-In-Kind (300)		\$100,200.00	\$3,000.00	\$70,000.00
0010-510-500-4052-00-000	SIT SOCSV Gifts in Kind	\$100,200.00	\$3,000.00	\$70,000.00
Fees & Grants - Government Agencies (720)		\$0.00	\$0.00	\$14,000.00
0010-510-500-5801-13-000	Grants frm City Agencies City & Borough of Sitka	\$0.00	\$0.00	\$14,000.00
Supplies (1380)		\$15,500.00	\$11,118.01	\$15,000.00
0010-510-500-8104-00-000	SocSv Food Purchases Soup Kitchen	12,000.00	\$7,772.99	12,000.00
0010-510-500-8104-00-805	RAS Food Purchases Soup Kitchen			
0010-510-500-8106-01-000	SIT SOSV Office Supplies		\$7.18	
0010-510-500-8110-00-000	SIT SOCSV Kitchen and Dining Room Supplies	3,500.00	\$3,312.55	3,000.00
Equipment/Furnishings (1530)		\$2,500.00	\$0.00	\$0.00
0010-510-500-8503-00-000	SIT SOCSV Equipment Purchased			
0010-510-500-8503-01-000	SIT Soc Svs Furnishings & Equipment Corps	\$2,500.00		
Specific Assistance To Individuals (1650)		\$115,500.00	\$13,049.78	\$82,500.00
0010-510-500-8906-01-000	SIT SOCSV Finl Assist Regular Food	\$3,000.00	\$6,249.66	\$6,000.00
0010-510-500-8906-03-000	SIT SOCSV Fin Asst Reg Transportation		\$100.00	
0010-510-500-8906-05-000	SIT SOCSV Finl Assist Regular Clothing	\$500.00	\$287.50	\$500.00
0010-510-500-8906-08-000	SIT Finl Assist Regular Medical/Prescrip		\$17.51	
0010-510-500-8906-09-000	SIT SOCSV Fin Asst Reg Rent	\$0.00	\$75.00	
0010-510-500-8906-10-000	SIT SOCSV Fin Asst Reg Utilities	\$0.00	\$2,358.10	
0010-510-500-8909-01-000	SIT Finl Assis GIK Food	\$60,000.00	\$1,249.16	\$20,000.00
0010-510-500-8916-01-000	SIT SOCSV Finl Assist Seasonal Food	\$12,000.00	\$681.93	\$6,000.00
0010-510-500-8919-01-000	Finl Assist Seas GIK Food	\$40,000.00	\$1,750.84	\$40,000.00
0010-510-500-8916-12-000	SIT SOCSV Finl Assist Seasonal Toys		\$280.08	
0010-510-500-8919-12-000	SIT SOCSV Finl Assist Seasonal GIK Toys			\$10,000.00
Support Service to DHQ (1900)		\$1,200.00	\$1,689.35	\$2,900.00
0010-510-500-9692-00-000	SIT SOCSV Support Service to Headquarters	\$1,200.00	\$1,689.35	\$2,900.00



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4055256534
Feb. 03, 2017 LTR 4168C 0

BODC: TE

THE SALVATION ARMY
TERRITORIAL HEADQUARTERS
% TERRY O HUGHES
180 E OCEAN BLVD 9TH FL
LONG BEACH CA 90802-4748



024180

Employer ID Number: [REDACTED]
Form 990 required: No

Dear Taxpayer:

This is in response to your request dated Jan. 04, 2017, regarding your tax-exempt status.

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

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)(i).

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

In the heading of this letter, we indicated whether you must file an annual information return. If 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).

Feb. 03, 2017 LTR 4168C 0

THE SALVATION ARMY
TERRITORIAL HEADQUARTERS
% TERRY O HUGHES
180 E OCEAN BLVD 9TH FL
LONG BEACH CA 90802-4748

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement

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 SALVATION ARMY

P.O. BOX 101459 ANCHORAGE AK 99510

owned by

THE SALVATION ARMY

is licensed by the department to conduct business for the period

October 11, 2016 through December 31, 2018

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
Commissioner



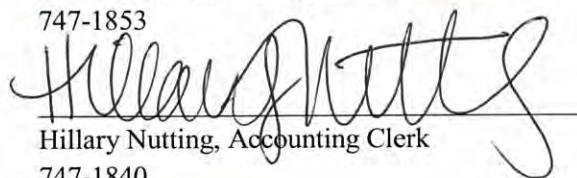
Organization Name: The Salvation Army

CBS Liabilities Form

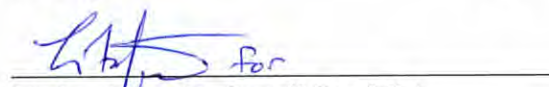
- Property Tax


Hannah Nelson, Tax Accountant
747-1853


- Sales Tax


Hillary Nutting, Accounting Clerk
747-1840

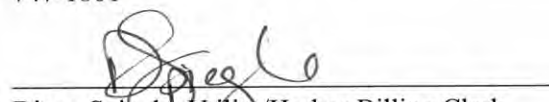
- Municipal Leases


Lindsey Wilandre, 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: 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: 75%

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 25, 2017

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 (SFAC) and the City of Sitka represent a mutually beneficial partnership with a positive impact on both partners. SFAC is a driving educational and economic force in the Sitka community. Evidence of City support is a vital lever to bring outside money into our organization and community. Large funders look at City support when evaluating their contribution. During FY 17, SFAC leveraged the City's contribution of \$4,929 into over \$1.1 million of contributed funds. This year the benefit to our City is measured in over \$50,000 in direct sales tax (SFAC and Hames Center), over \$1.1 million in outside funding brought into Sitka through individual donors and grants, and over \$100,000 of indirect spending as the result of visitors brought into Sitka through campus activities. Additionally, over the last seven years, SFAC has spent over \$5 million on capital projects, directly benefiting our local businesses and contractors. Sitka Fine Arts Camp also provides employment to 14 full time staff and additional seasonal staff.

In addition to the financial benefits that our organization brings to the community, SFAC's mission contributes to the quality of life in Sitka and the education of its youth. 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 50 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 2017, our 42nd season, the Sitka Fine Arts Camp welcomed 951 students from around the world. They came together from 44 Alaskan communities, 25 states, and 3 countries, participating in a total of 19 camps and workshops over the course of the summer. 248 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 continue to provide financial aid making camp possible for all Sitka students. Last year, with a grant from the City of Sitka, we were able to provide full or partial scholarships to 14 Sitka students to attend our programs. 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 2017, 22% of our students received need-based financial aid amounting to over \$85,000 in distributed funds. 49% 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 former 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. Six students attended Camp in summer 2017 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."

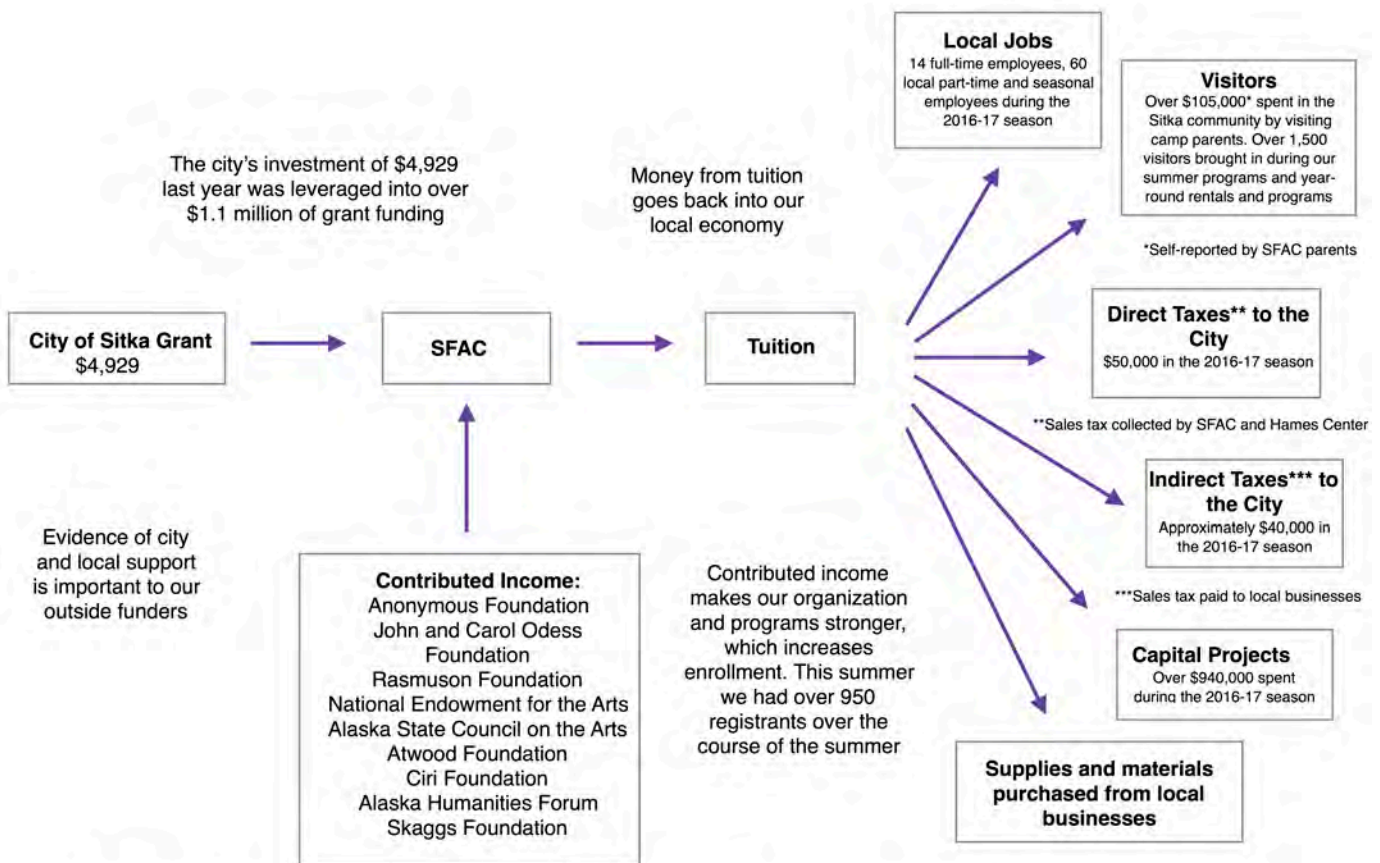
Sitka Fine Arts Camp staff evaluates our programs to ensure that students are gaining valuable knowledge and skills through participation in our Camps; we implement rigorous monitoring and evaluation procedures each summer. We use pre- and post-testing, classroom observations by a professional evaluator, 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 \$1.1 million 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, a state-of-the-art fitness facility, 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 seventeen years, Camp has successfully transformed itself from a virtually bankrupt camp serving 60 kids, to an organization with a three million dollar budget that manages and oversees a variety of programs including the Sitka Fine Arts Camp (this summer we offered 19 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.

2016-17 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
Jerry Lewanski
Martha Pearson
Marya Pillifant
James Poulson

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 Humanities Forum: \$6,000
Alaska State Council on the Arts: \$17,500
Atwood Foundation: \$15,000
Ciri Foundation: \$11,000
City of Sitka: \$4,929
Anonymous Foundation: \$1,007,500
National Endowment for the Arts: \$50,000
Rasmuson Foundation: \$18,000
Sitka Charitable Trust: \$9,750
State of Alaska: \$16,667
The Skaggs Foundation: \$15,000
White Elephant: \$5,000

	FY 17 Budget (FY 16: 10/1/16-9/30/17)	FY 17 Actuals as of July 2017 (FY 16: 10/1/16-9/30/17)	FY 18 Budget (FY 17: 10/1/17-9/30/18)
<u>Support</u>			
Grants and Corporate Contributions	1,407,547	1,279,752	950,000
Individual Contributions	214,191	203,413	200,000
<u>Revenue</u>			
Tuition	728,326	714,449	730,000
Rental Income	398,603	506,329	400,000
Contracts	109,692	78,520	109,692
Ticket and Concession Sales	80,410	71,511	60,000
Hames Center	427,980	334,295	425,000
Interest Income	4,000	389	1,000
Total Support and Revenue	3,370,749	3,188,658	2,875,692
	FY 17 Budget (FY 16: 10/1/16-9/30/17)	FY 17 Actuals as of July 2017 (FY 16: 10/1/16-9/30/17)	FY 18 Budget (FY 17: 10/1/17-9/30/18)
<u>Expenses</u>			
Salaries & Wages	997,497	797,510	985,792
Payroll Taxes and Benefits	180,833	144,324	150,000
Travel	48,220	45,293	50,000
Rent Expense	9,130	5,375	5,000
Utilities	154,509	144,259	165,000
Heating Oil/Propane	46,999	38,877	45,000
Telephone/Internet	8,586	7,495	8,500
Office Supplies	25,615	22,393	25,000
Art Supplies	50,396	40,516	50,000
Food Supplies	120,214	94,313	120,000
Postage & Shipping	2,620	2,316	2500
Concession Supplies	13,950	14,308	14,000

Miscellaneous Supplies	665	6,706	5,000
Maintenance Supplies	1835	2,242	2,000
Custodial Supplies	9,850	12,262	15,000
Gas	3,000	2,860	3,000
Maintenance & Repairs	79,364	52,084	80,000
Vehicle Maintenance	8,073	6,408	6,500
Equipment Purchases	14,100	14,748	10,000
Capital Construction	1,099,963	1,041,487	732,500
Artist Stipends	41,400	33,396	35,000
Professional Services	141,728	115,337	140,000
Sitka Fellow and Americorps Volunteer Stipends	29,400	21,500	0
Education and Outreach Expenses for MAC Grant	56,996	33,207	57,000
Insurance	114,200	81,208	85,000
Licenses & Dues	385	1,525	500
Advertising	12,575	6,710	12,000
Property Taxes	9,492	6,585	10,000
Bank Fees	31,080	22,522	30,000
Miscellaneous Expense	26,766	26,006	1,000
Admin Charge	20,400	0	20,400
Interest Expense	10,908	7,666	10,000
Total Expenses	3,370,749	2,851,438	2,875,692

List of Grants Pending and Received:

FY17:

Alaska Humanities Forum: \$6,000 (received)
Alaska State Council on the Arts: \$17,500 (received)
Anonymous Foundation: \$1,007,500 (received)
Atwood Foundation: \$15,000 (received)
Ciri Foundation: \$11,000 (received)
City of Sitka: \$4,929 (received)
First National Bank Alaska: \$10,000 (pending)
National Endowment for the Arts: \$50,000 (received)
Rasmuson Foundation: \$18,000 (received)
Sitka Charitable Trust: \$9,750 (received)
State of Alaska: \$16,667 (received)
The Skaggs Foundation: \$15,000 (received)
White Elephant: \$5,000 (received)

FY18:

Alaska State Council on the Arts: \$17,900 (received)
Alaska State Council on the Arts: \$9,000 (pending)
Anonymous Foundation: \$732,500 (received)
Anonymous Foundation: \$166,666 (pending)
Atwood Foundation: \$15,000 (pending)
City of Sitka: \$7,500 (pending)
Crossett Fund: \$20,000 (pending)
Murdock Charitable Trust: \$125,000 (pending)
National Endowment for the Arts: \$75,000 (pending)
The Skaggs Foundation: \$15,000 (pending)
State of Alaska: \$16,667 (pending)

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:

██████████

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.
[REDACTED]

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.

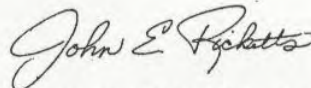
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public 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,



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

Alaska Business License # [REDACTED]

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

March 21, 2017 through December 31, 2018
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.

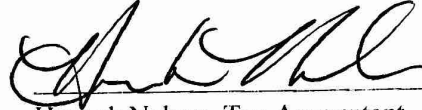
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Chris Hladick

Organization Name: Alaska Arts Southeast, Inc.

CBS Liabilities Form

- Property Tax



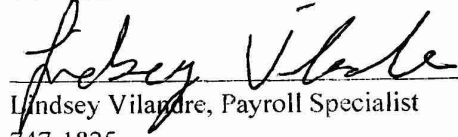
Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



Hillary Nutting, Accounting Clerk
747-1840

- Municipal Leases



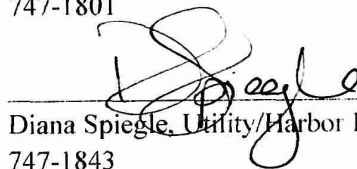
Lindsey Vilandre, Payroll Specialist
747-1825

- 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: Betty Eliason Child Care Center (BECCC)

Alaska State Business License Number (if applicable): 47847

Name of Contact Person: Kayla Peterson

Phone: (907) 747-5892 Email: sitkabcecc@yahoo.com

Mailing address: 607 Lincoln 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: \$2500

Match Dollars Committed: N/A Percentage: N/A

Sources of Matched Dollars: N/A

Brief Description of the Purpose of the Grant: To provide tuition for the annual childcare conference in Juneau for full-time BECCC employees.

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

Name: Shanna Tadic

Title: Board President

Date: 08/24/17

City and Borough of Sitka

General Fund Grants for Non-Profit Organizations

Betty Eliason Child Care Center

Project Description Overview

Betty Eliason Child Care Center (BECCC) is applying for an annual grant in the Cultural and Education Services category. The grant funds will be used to pay for tuition (\$175/person) to the annual early childhood childcare training conference in Juneau, AK. BECCC's director, Kayla Peterson, will be responsible for using the grant funds to pay for the training conference for 14 full-time BECCC employees. Employees at BECCC, who are required by law to earn 25 yearly hours of continuing education, will be the ones attending multiple, focused seminars and will greatly benefit from the new knowledge. Few opportunities for training in early childhood education exist in Sitka, so traveling to Juneau to get 15 of the 25 yearly hours is a great opportunity. All the children attending BECCC, ages six weeks to 12 years, will significantly benefit from the training that their caregivers acquire as they are the direct recipients of the new knowledge and current best practices. The annual conference is March 15-17, 2018 with teachers implementing in the classrooms what they've learned immediately after the conference has concluded.

Betty Eliason Child Care Center has been a previous recipient of a CBS grant September 17, 2010, in the amount of \$5,590 for classroom enrichment.

Expected Outcomes

This project will be measured as successful if, 1) all employees attend and receive the required continuing education units (CEUs), and 2) the employees take what they've learned and transfer that knowledge into action back at BECCC. This will be measured by observing the way teachers interact with children, conduct routines, and implement new projects and activities.

A tangible community benefit consists of a staff that has furthered their education to improve the lives of the children of Sitka to provide the highest level of childcare available. Benchmarks to make sure things are going in the right direction would include: Benchmark 1- immediately following the conference, each teacher would be required to write down a list of three things that she learned that she wishes to implement in her classroom. Benchmark 2- the assistant director would create a checklist and be responsible for making sure each idea gets implemented in the classroom. Documentation through photographs will be included along the way.

Statement of Need

BECCC is applying in the Cultural and Education Services category and the request aligns perfectly with this category. BECCC is a non-profit with a small margin of actual profit each year. Most of the employees at BECCC fall in the low- to moderate- income range. About half the families who attend BECCC also fall into the low- to moderate- income range. They rely on the consistent quality services that BECCC provides. Paying for transportation, lodging, food, and conference fees each year that BECCC employees have attended is one of the larger expenditures at the Center. For BECCC to be awarded a grant for these employees to further

their education and careers is a very valuable accolade. Also, for the children to be secondary recipients of this grant is an honor.

Receiving this grant takes a financial burden off BECCC so we may allocate funds to other much needed areas (such as saving for essential building upgrades, playground improvements, and Center supplies & other necessities). The documented need that this project addresses is helping employees meet the state mandated 25 yearly hours of continuing education. There are no other grants or funding that will be leveraged by the receipt of a CBS grant. BECCC has had an extremely slim 2017 and we are looking forward in ways to balance our budget, while keeping our employees up to-date with training hours. Receiving a grant to cover the tuition of this conference would release a great burden off the financial shoulders of BECCC.

Organizational Capacity

BECCC has completed two playground upgrades in the past two years. Local and out of town grants were awarded to BECCC to make these possible in addition to years of saving on BECCC's part. Most recently a hillslide was installed in the preschool and school-age playground area. BECCC's Director and Board President presided over securing funding, ordering, installing, and maintaining the slide, all while doing it as efficiently and cost-effectively as possible. Receiving a grant from the City and Borough of Sitka will be no different. Those families in the community whose children attend BECCC are absolutely in support of our employees attending the conference in Juneau. Any prospective families will see that the quality of care the BECCC provides is an asset to the community and to their children. BECCC must close its doors for one day because of the conference. This could inconvenience

families, but they are always in support of their children's caregivers furthering their education as it directly relates to their children. By attending this conference and getting hands-on experience, Betty Eliason is raising the quality of childcare in Sitka, as well as offering employees valuable training in their chosen careers.

Betty Eliason Child Care Center Board Members:

Shanna Tadic, President

Kime Palmer, Vice President

Stan Eliason, Treasurer

Ashley Kinney, Secretary

Melissa Bacon, Member

Budget

For a statement of assets, revenues, and expenditures for previous year, see attached document titled, "Betty Eliason Child Care Center Profit & Loss Budget Overview January through December 2016". For a detailed budget for the current year, including funds for this project, see attached document titled, "Betty Eliason Child Care Center Profit & Loss Budget Overview January 1 through August 22, 2017".

Itemized List of Grants for Current and Previous Year:

May 1, 2016	Holland America Cruise Lines	\$1,200
September 2, 2016	Juneau Community Foundation	\$500
August 1, 2016	Crossett Fund	\$4,400

Required Documentation

IRS 501c3- See Attached IRS letter

Alaska Business License- See Attached

CBS Liabilities Form- See attached

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Overview
 January through December 2016

	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Inspections	2,100.00	0.00	0.00	0.00	0.00
Insurance					
Directors & Officers Liability	1,050.00	0.00	0.00	0.00	0.00
Liability	8,300.00	0.00	0.00	0.00	0.00
Total Insurance	9,350.00	0.00	0.00	0.00	0.00
Licenses & Permits	100.00	0.00	0.00	0.00	0.00
Miscellaneous Items	0.00	0.00	0.00	0.00	0.00
Personnel Expenses					
Director's Salary	37,000.00	0.00	0.00	0.00	0.00
Payroll Taxes	26,448.00	0.00	0.00	0.00	0.00
Teacher Wages	205,000.00	0.00	0.00	0.00	0.00
Workers Compensation	8,463.00	0.00	0.00	0.00	0.00
Total Personnel Expenses	276,911.00	0.00	0.00	0.00	0.00
Postage and Freight	195.00	0.00	0.00	0.00	0.00
Professional Fee					
Accounting	1,900.00	0.00	0.00	0.00	0.00
Total Professional Fee	1,900.00	0.00	0.00	0.00	0.00
Repairs & Maintenance					
Snow Removal	400.00	0.00	0.00	0.00	0.00
Repairs & Maintenance - Other	3,000.00	0.00	0.00	0.00	0.00
Total Repairs & Maintenance	3,400.00	0.00	0.00	0.00	0.00
Supplies					
Childcare	825.00	0.00	0.00	0.00	0.00
Classroom Supplies	3,600.00	0.00	0.00	0.00	0.00
Employee	1,000.00	0.00	0.00	0.00	0.00
Equipment	330.00	0.00	0.00	0.00	0.00
Food	8,500.00	0.00	0.00	0.00	0.00
Janitorial Supplies	3,600.00	0.00	0.00	0.00	0.00
Non-Food Meal	930.00	0.00	0.00	0.00	0.00
Office Supplies	1,245.00	0.00	0.00	0.00	0.00
Other Supplies	350.00	0.00	0.00	0.00	0.00
Small Furnishings and Fixtures	450.00	0.00	0.00	0.00	0.00
Total Supplies	20,830.00	0.00	0.00	0.00	0.00
Utilities					
Electric. Water, etc.	15,000.00	0.00	0.00	0.00	0.00
Heating Fuel Oil	2,800.00	0.00	0.00	0.00	0.00
Telephone/Internet	2,800.00	0.00	0.00	0.00	0.00

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Overview
 January through December 2016

	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Utilities - Other	0.00	0.00	0.00	0.00	0.00
Total Utilities	20,600.00	0.00	0.00	0.00	0.00
Total Expense	344,381.00	0.00	0.00	0.00	0.00
Net Ordinary Income	16,042.00	0.00	0.00	0.00	0.00
Other Income/Expense					
Other Expense					
Theft	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	<u>16,042.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January through December 2016

	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16
Ordinary Income/Expense					
Income					
Annual Registration Income	0.00	0.00	0.00	0.00	0.00
CACFP - Meal Reimbursement Prog	0.00	0.00	0.00	0.00	0.00
CCG - Child Care Grant	0.00	0.00	0.00	0.00	0.00
Child Care Services	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00
1% Lakeside Income	0.00	0.00	0.00	0.00	0.00
Board Member Donation	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Donation	0.00	0.00	0.00	0.00	0.00
Fund-Raising	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	0.00	0.00	0.00
Cost of Goods Sold					
IPN/Merchant Fees	0.00	0.00	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00	0.00	0.00
Expense					
Advertising	0.00	0.00	0.00	0.00	0.00
Bank Fees	0.00	0.00	0.00	0.00	0.00
Collections	0.00	0.00	0.00	0.00	0.00
Contract Services	0.00	0.00	0.00	0.00	0.00
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
Employee Training	0.00	0.00	0.00	0.00	0.00
CPR/First Aid training	0.00	0.00	0.00	0.00	0.00
Employee Training & Travel	0.00	0.00	0.00	0.00	0.00
Employee Training - Other	0.00	0.00	0.00	0.00	0.00
Total Employee Training	0.00	0.00	0.00	0.00	0.00
Employment/Hiring Expense					
Advertising	0.00	0.00	0.00	0.00	0.00
Criminal Background/Fingerprint	0.00	0.00	0.00	0.00	0.00
Employment/Hiring Expense - Other	0.00	0.00	0.00	0.00	0.00
Total Employment/Hiring Expense	0.00	0.00	0.00	0.00	0.00
Finance Charge	0.00	0.00	0.00	0.00	0.00
Fundraising Expenses	0.00	0.00	0.00	0.00	0.00

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January through December 2016

	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16
Inspections					
Insurance	0.00	0.00	0.00	0.00	0.00
Directors & Officers Liability					
Liability	0.00	0.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00	0.00	0.00
Licenses & Permits					
Miscellaneous Items	0.00	0.00	0.00	0.00	0.00
Personnel Expenses	0.00	0.00	0.00	0.00	0.00
Director's Salary					
Payroll Taxes	0.00	0.00	0.00	0.00	0.00
Teacher Wages	0.00	0.00	0.00	0.00	0.00
Workers Compensation	0.00	0.00	0.00	0.00	0.00
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00
Postage and Freight					
Professional Fee	0.00	0.00	0.00	0.00	0.00
Accounting	0.00	0.00	0.00	0.00	0.00
Total Professional Fee	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance					
Snow Removal	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance - Other	0.00	0.00	0.00	0.00	0.00
Total Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
Supplies					
Childcare	0.00	0.00	0.00	0.00	0.00
Classroom Supplies	0.00	0.00	0.00	0.00	0.00
Employee	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Food	0.00	0.00	0.00	0.00	0.00
Janitorial Supplies	0.00	0.00	0.00	0.00	0.00
Non-Food Meal	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00
Other Supplies	0.00	0.00	0.00	0.00	0.00
Small Furnishings and Fixtures	0.00	0.00	0.00	0.00	0.00
Total Supplies	0.00	0.00	0.00	0.00	0.00
Utilities					
Electric. Water, etc.	0.00	0.00	0.00	0.00	0.00
Heating Fuel Oil	0.00	0.00	0.00	0.00	0.00
Telephone/Internet	0.00	0.00	0.00	0.00	0.00

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Overview
 January through December 2016

	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16
Utilities - Other	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	0.00
Net Ordinary Income	0.00	0.00	0.00	0.00	0.00
Other Income/Expense					
Other Expense					
Theft	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January through December 2016

	Nov 16	Dec 16	TOTAL Jan - Dec 16
Ordinary Income/Expense			
Income			
Annual Registration Income	0.00	0.00	1,525.00
CACFP - Meal Reimbursement Prog	0.00	0.00	0.00
CCG - Child Care Grant	0.00	0.00	9,600.00
Child Care Services	0.00	0.00	350,000.00
Donation			
1% Lakeside Income	0.00	0.00	0.00
Board Member Donation	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total Donation	0.00	0.00	0.00
Fund-Raising	0.00	0.00	0.00
Interest Income	0.00	0.00	18.00
Miscellaneous	0.00	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00
Total Income	0.00	0.00	361,143.00
Cost of Goods Sold			
IPN/Merchant Fees	0.00	0.00	720.00
Total COGS	0.00	0.00	720.00
Gross Profit	0.00	0.00	360,423.00
Expense			
Advertising	0.00	0.00	300.00
Bank Fees	0.00	0.00	0.00
Collections	0.00	0.00	0.00
Contract Services	0.00	0.00	1,500.00
Dues & Subscriptions	0.00	0.00	1,000.00
Employee Training			
CPR/First Aid training	0.00	0.00	360.00
Employee Training & Travel	0.00	0.00	2,000.00
Employee Training - Other	0.00	0.00	2,000.00
Total Employee Training	0.00	0.00	4,360.00
Employment/Hiring Expense			
Advertising	0.00	0.00	490.00
Criminal Background/Fingerprint	0.00	0.00	350.00
Employment/Hiring Expense - Other	0.00	0.00	495.00
Total Employment/Hiring Expense	0.00	0.00	1,335.00
Finance Charge	0.00	0.00	0.00
Fundraising Expenses	0.00	0.00	500.00

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January through December 2016

	Nov 16	Dec 16	TOTAL Jan - Dec 16
Inspections			
Insurance	0.00	0.00	2,100.00
Directors & Officers Liability	0.00	0.00	1,050.00
Liability	0.00	0.00	8,300.00
Total Insurance	0.00	0.00	9,350.00
Licenses & Permits	0.00	0.00	100.00
Miscellaneous Items	0.00	0.00	0.00
Personnel Expenses			
Director's Salary	0.00	0.00	37,000.00
Payroll Taxes	0.00	0.00	26,448.00
Teacher Wages	0.00	0.00	205,000.00
Workers Compensation	0.00	0.00	8,463.00
Total Personnel Expenses	0.00	0.00	276,911.00
Postage and Freight	0.00	0.00	195.00
Professional Fee			
Accounting	0.00	0.00	1,900.00
Total Professional Fee	0.00	0.00	1,900.00
Repairs & Maintenance			
Snow Removal	0.00	0.00	400.00
Repairs & Maintenance - Other	0.00	0.00	3,000.00
Total Repairs & Maintenance	0.00	0.00	3,400.00
Supplies			
Childcare	0.00	0.00	825.00
Classroom Supplies	0.00	0.00	3,600.00
Employee	0.00	0.00	1,000.00
Equipment	0.00	0.00	330.00
Food	0.00	0.00	8,500.00
Janitorial Supplies	0.00	0.00	3,600.00
Non-Food Meal	0.00	0.00	930.00
Office Supplies	0.00	0.00	1,245.00
Other Supplies	0.00	0.00	350.00
Small Furnishings and Fixtures	0.00	0.00	450.00
Total Supplies	0.00	0.00	20,830.00
Utilities			
Electric. Water, etc.	0.00	0.00	15,000.00
Heating Fuel Oil	0.00	0.00	2,800.00
Telephone/Internet	0.00	0.00	2,800.00

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Overview
January through December 2016

	Nov 16	Dec 16	TOTAL Jan - Dec 16
Utilities - Other	0.00	0.00	0.00
Total Utilities	0.00	0.00	20,600.00
Total Expense	0.00	0.00	344,381.00
Net Ordinary Income	0.00	0.00	16,042.00
Other Income/Expense			
Other Expense			
Theft	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	0.00	0.00	16,042.00

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

Ordinary Income/Expense	Jan 17	Feb 17	Mar 17
Income			
Annual Registration Income			
Box Tops for Education	578.00	0.00	0.00
CACFP - Meal Reimbursement Prog			
CCG - Child Care Grant			
Child Care Services	11,710.00	0.00	0.00
Donation	350,000.00	0.00	0.00
1% Lakeside Income			
Board Member Donation	90.00	0.00	0.00
Infant Program			
Other			
Donation - Other	150.00	0.00	0.00
	0.00	0.00	0.00
Total Donation	240.00		
DVR Payroll Reimbursement		0.00	0.00
Fund-Raising	0.00		
Grant Income	3,000.00	0.00	0.00
Interest Income	2,500.00	0.00	0.00
Miscellaneous	2.40	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00
Write off Bad Debt	0.00	0.00	0.00
	0.00	0.00	0.00
Total Income	368,030.40	0.00	0.00
Cost of Goods Sold			
IPN Fees			
IPN/Merchant Fees			
50000 - Cost of Goods Sold	300.00	0.00	0.00
Total COGS	300.00		
Gross Profit	367,730.40	0.00	0.00
Expense			
Advertising			
Bank Fees	50.00	0.00	0.00
Collections			
Contract Services	0.00	0.00	0.00
Depreciation Expense	3,000.00	0.00	0.00
Dues & Subscriptions			
Employee Training	800.00	0.00	0.00
CPR/First Aid training			
Employee Training & Travel	300.00	0.00	0.00
Food Worker Card	2,000.00	0.00	0.00
Lodging			
Travel			

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

	Jan 17	Feb 17	Mar 17
Employee Training - Other			
Total Employee Training	2,300.00	0.00	0.00
Employment/Hiring Expense			
Advertising	200.00		
Criminal Background/Fingerprint	100.00	0.00	0.00
Employment/Hiring Expense - Other		0.00	0.00
Total Employment/Hiring Expense	300.00	0.00	0.00
Finance Charge	0.00		0.00
Fundraising Expenses	500.00	0.00	0.00
Inspections	1,500.00	0.00	0.00
Insurance		0.00	0.00
Directors & Officers Liability	1,035.00	0.00	0.00
Liability	8,328.72	0.00	0.00
Insurance - Other			0.00
Total Insurance	9,363.72	0.00	0.00
Licenses & Permits	125.00	0.00	0.00
Miscellaneous Items	0.00	0.00	0.00
Personnel Expenses			
Director's Salary	36,500.00	0.00	0.00
Employee Health			0.00
Payroll Taxes			
AK SUI			
FICA - Company			
Medicare - Company			
Payroll Taxes - Other	24,495.75	0.00	0.00
Total Payroll Taxes	24,495.75	0.00	0.00
Teacher Wages	220,000.00	0.00	0.00
Workers Compensation	6,500.00	0.00	0.00
Personnel Expenses - Other			0.00
Total Personnel Expenses	287,495.75	0.00	0.00
Postage and Freight	350.00	0.00	0.00
Professional Fee			
Accounting	282.10	0.00	0.00
Attorney			0.00
Consulting	238.88	0.00	0.00
Professional Fee - Other	201.91	0.00	0.00
Total Professional Fee	722.89	0.00	0.00

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Overview
 January 1 through August 22, 2017

	Jan 17	Feb 17	Mar 17
Repairs & Maintenance			
Snow Removal	400.00		
Repairs & Maintenance - Other	5,000.00	0.00	0.00
		0.00	
Total Repairs & Maintenance	5,400.00		0.00
Supplies		0.00	0.00
Childcare	600.00		
Classroom Supplies	2,500.00	0.00	0.00
Employee	950.00	0.00	0.00
Equipment	500.00	0.00	0.00
Food	7,500.00	0.00	0.00
Janitorial Supplies	3,900.00	0.00	0.00
Non-Food Meal	500.00	0.00	0.00
Office Supplies	1,307.14	0.00	0.00
Other Supplies	0.00	0.00	0.00
Small Furnishings and Fixtures	350.00	0.00	0.00
Supplies - Other		0.00	0.00
Total Supplies	18,107.14		
Utilities		0.00	0.00
Electric. Water, etc.	15,300.00		
Heating Fuel Oil	1,750.00	0.00	0.00
Telephone/Internet	3,000.00	0.00	0.00
Utilities - Other		0.00	0.00
Total Utilities	20,050.00		
66000 - Payroll Expenses		0.00	0.00
66900 - Reconciliation Discrepancies			
Total Expense	350,064.50		
Net Ordinary Income	17,665.90	0.00	0.00
Other Income/Expense		0.00	0.00
Other Expense			
ASK MY ACCOUNTANT			
Capital Expense			
Theft			
Total Other Expense			
Net Other Income	0.00	0.00	0.00
Net Income	17,665.90	0.00	0.00

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Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

Ordinary Income/Expense	Apr 17	May 17	Jun 17
Income			
Annual Registration Income			
Box Tops for Education	0.00	0.00	0.00
CACFP - Meal Reimbursement Prog			
CCG - Child Care Grant			
Child Care Services	0.00	0.00	0.00
Donation	0.00	0.00	0.00
1% Lakeside Income			
Board Member Donation	0.00	0.00	0.00
Infant Program			
Other			
Donation - Other	0.00	0.00	0.00
	0.00	0.00	0.00
Total Donation			
	0.00	0.00	0.00
DVR Payroll Reimbursement			
Fund-Raising	0.00	0.00	0.00
Grant Income	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00
Write off Bad Debt	0.00	0.00	0.00
	0.00	0.00	0.00
Total Income			
	0.00	0.00	0.00
Cost of Goods Sold			
IPN Fees			
IPN/Merchant Fees			
50000 • Cost of Goods Sold	0.00	0.00	0.00
Total COGS			
	0.00	0.00	0.00
Gross Profit			
	0.00	0.00	0.00
Expense			
Advertising			
Bank Fees	0.00	0.00	0.00
Collections			
Contract Services	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00
Dues & Subscriptions			
Employee Training	0.00	0.00	0.00
CPR/First Aid training			
Employee Training & Travel	0.00	0.00	0.00
Food Worker Card	0.00	0.00	0.00
Lodging			
Travel			

9:43 AM

08/22/17

Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

	Apr 17	May 17	Jun 17
Employee Training - Other			
Total Employee Training	0.00	0.00	0.00
Employment/Hiring Expense			
Advertising	0.00	0.00	0.00
Criminal Background/Fingerprint	0.00	0.00	0.00
Employment/Hiring Expense - Other			0.00
Total Employment/Hiring Expense	0.00	0.00	0.00
Finance Charge	0.00		0.00
Fundraising Expenses	0.00	0.00	0.00
Inspections	0.00	0.00	0.00
Insurance		0.00	0.00
Directors & Officers Liability	0.00	0.00	0.00
Liability	0.00		0.00
Insurance - Other		0.00	0.00
Total Insurance	0.00	0.00	0.00
Licenses & Permits	0.00	0.00	0.00
Miscellaneous Items	0.00	0.00	0.00
Personnel Expenses	0.00	0.00	0.00
Director's Salary	0.00	0.00	0.00
Employee Health			0.00
Payroll Taxes			
AK SUI			
FICA - Company			
Medicare - Company			
Payroll Taxes - Other	0.00	0.00	0.00
Total Payroll Taxes	0.00	0.00	0.00
Teacher Wages	0.00		0.00
Workers Compensation	0.00	0.00	0.00
Personnel Expenses - Other	0.00	0.00	0.00
Total Personnel Expenses	0.00	0.00	0.00
Postage and Freight	0.00		0.00
Professional Fee		0.00	0.00
Accounting	0.00	0.00	0.00
Attorney			0.00
Consulting	0.00	0.00	0.00
Professional Fee - Other	0.00	0.00	0.00
Total Professional Fee	0.00	0.00	0.00

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08/22/17

Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Overview
 January 1 through August 22, 2017

	Apr 17	May 17	Jun 17
Repairs & Maintenance			
Snow Removal	0.00		
Repairs & Maintenance - Other	0.00	0.00	0.00
Total Repairs & Maintenance	0.00	0.00	0.00
Supplies			
Childcare			0.00
Classroom Supplies	0.00	0.00	
Employee	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Food	0.00	0.00	0.00
Janitorial Supplies	0.00	0.00	0.00
Non-Food Meal	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Other Supplies	0.00	0.00	0.00
Small Furnishings and Fixtures	0.00	0.00	0.00
Supplies - Other	0.00	0.00	0.00
Total Supplies	0.00		
Utilities			
Electric. Water, etc.	0.00		
Heating Fuel Oil	0.00	0.00	0.00
Telephone/Internet	0.00	0.00	0.00
Utilities - Other	0.00	0.00	0.00
Total Utilities	0.00		
66000 - Payroll Expenses		0.00	0.00
66900 - Reconciliation Discrepancies			
Total Expense	0.00	0.00	0.00
Net Ordinary Income	0.00		0.00
Other Income/Expense		0.00	0.00
Other Expense			
ASK MY ACCOUNTANT			
Capital Expense			
Theft			
Total Other Expense			
Net Other Income	0.00	0.00	0.00
Net Income	0.00	0.00	0.00

9:43 AM

08/22/17

Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

	Jul 17	Aug 1 - 22, 17	TOTAL Jan 1 - Aug 22, 17
Ordinary Income/Expense			
Income			
Annual Registration Income	0.00	0.00	578.00
Box Tops for Education		0.00	0.00
CACFP - Meal Reimbursement Prog		0.00	0.00
CCG - Child Care Grant	0.00	0.00	11,710.00
Child Care Services	0.00	0.00	350,000.00
Donation			
1% Lakeside Income	0.00	0.00	90.00
Board Member Donation		0.00	0.00
Infant Program		0.00	0.00
Other	0.00	0.00	150.00
Donation - Other	0.00	0.00	0.00
Total Donation	0.00	0.00	240.00
DVR Payroll Reimbursement		0.00	0.00
Fund-Raising	0.00	0.00	3,000.00
Grant Income	0.00	0.00	2,500.00
Interest Income	0.00	0.00	2.40
Miscellaneous	0.00	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00
Write off Bad Debt	0.00	0.00	0.00
Total Income	0.00	0.00	368,030.40
Cost of Goods Sold			
IPN Fees		0.00	0.00
IPN/Merchant Fees	0.00	0.00	300.00
50000 - Cost of Goods Sold		0.00	0.00
Total COGS	0.00	0.00	300.00
Gross Profit	0.00	0.00	367,730.40
Expense			
Advertising	0.00	0.00	50.00
Bank Fees		0.00	0.00
Collections	0.00	0.00	0.00
Contract Services	0.00	0.00	3,000.00
Depreciation Expense	0.00	0.00	0.00
Dues & Subscriptions		0.00	0.00
Employee Training	0.00	0.00	800.00
CPR/First Aid training	0.00	0.00	300.00
Employee Training & Travel	0.00	0.00	2,000.00
Food Worker Card		0.00	0.00
Lodging		0.00	0.00
Travel		0.00	0.00

9:43 AM

08/22/17

Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

	Jul 17	Aug 1 - 22, 17	TOTAL Jan 1 - Aug 22, 17
Employee Training - Other		0.00	0.00
Total Employee Training	0.00	0.00	2,300.00
Employment/Hiring Expense			
Advertising	0.00	0.00	200.00
Criminal Background/Fingerprint	0.00	0.00	100.00
Employment/Hiring Expense - Other		0.00	0.00
Total Employment/Hiring Expense	0.00	0.00	300.00
Finance Charge	0.00	0.00	0.00
Fundraising Expenses	0.00	0.00	500.00
Inspections	0.00	0.00	1,500.00
Insurance			
Directors & Officers Liability	0.00	0.00	1,035.00
Liability	0.00	0.00	8,328.72
Insurance - Other		0.00	0.00
Total Insurance	0.00	0.00	9,363.72
Licenses & Permits	0.00	0.00	125.00
Miscellaneous Items	0.00	0.00	0.00
Personnel Expenses			
Director's Salary	0.00	0.00	36,500.00
Employee Health		0.00	0.00
Payroll Taxes		0.00	0.00
AK SUI		0.00	0.00
FICA - Company		0.00	0.00
Medicare - Company		0.00	0.00
Payroll Taxes - Other	0.00	0.00	0.00
Total Payroll Taxes	0.00	0.00	24,495.75
Teacher Wages	0.00	0.00	24,495.75
Workers Compensation	0.00	0.00	220,000.00
Personnel Expenses - Other	0.00	0.00	6,500.00
Total Personnel Expenses	0.00	0.00	0.00
Postage and Freight	0.00	0.00	287,495.75
Professional Fee			
Accounting	0.00	0.00	350.00
Attorney	0.00	0.00	282.10
Consulting	0.00	0.00	0.00
Professional Fee - Other	0.00	0.00	238.88
Total Professional Fee	0.00	0.00	201.91
			722.89

9:43 AM

08/22/17

Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January 1 through August 22, 2017

	Jul 17	Aug 1 - 22, 17	TOTAL Jan 1 - Aug 22, 17
Repairs & Maintenance			
Snow Removal	0.00		
Repairs & Maintenance - Other	0.00	0.00	400.00
Total Repairs & Maintenance	0.00	0.00	5,000.00
Supplies			
Childcare		0.00	5,400.00
Classroom Supplies	0.00	0.00	
Employee	0.00	0.00	600.00
Equipment	0.00	0.00	2,500.00
Food	0.00	0.00	950.00
Janitorial Supplies	0.00	0.00	500.00
Non-Food Meal	0.00	0.00	7,500.00
Office Supplies	0.00	0.00	3,900.00
Other Supplies	0.00	0.00	500.00
Small Furnishings and Fixtures	0.00	0.00	1,307.14
Supplies - Other	0.00	0.00	0.00
Total Supplies		0.00	350.00
Utilities	0.00		0.00
Electric. Water, etc.			18,107.14
Heating Fuel Oil	0.00	0.00	
Telephone/Internet	0.00	0.00	15,300.00
Utilities - Other	0.00	0.00	1,750.00
Total Utilities		0.00	3,000.00
66000 - Payroll Expenses	0.00	0.00	0.00
66900 - Reconciliation Discrepancies			20,050.00
Total Expense		0.00	0.00
Net Ordinary Income	0.00	0.00	0.00
Other Income/Expense	0.00	0.00	350,064.50
Other Expense			17,665.90
ASK MY ACCOUNTANT			
Capital Expense			
Theft		0.00	0.00
Total Other Expense		0.00	0.00
Net Other Income		0.00	0.00
Net Income	0.00	0.00	0.00
	0.00	0.00	17,665.90

9:44 AM

08/22/17

Accrual Basis

Betty Eliason Child Care Center

Profit & Loss Budget Overview

January through December 2016

	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Ordinary Income/Expense					
Income					
Annual Registration Income	1,525.00	0.00	0.00	0.00	0.00
CACFP - Meal Reimbursement Prog	0.00	0.00	0.00	0.00	0.00
CCG - Child Care Grant	9,600.00	0.00	0.00	0.00	0.00
Child Care Services	350,000.00	0.00	0.00	0.00	0.00
Donation			0.00	0.00	0.00
1% Lakeside Income	0.00	0.00	0.00	0.00	0.00
Board Member Donation	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Donation	0.00	0.00	0.00	0.00	0.00
Fund-Raising	0.00	0.00	0.00	0.00	0.00
Interest Income	18.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00	0.00	0.00
Total Income	361,143.00	0.00	0.00	0.00	0.00
Cost of Goods Sold					
IPN/Merchant Fees	720.00	0.00	0.00	0.00	0.00
Total COGS	720.00	0.00	0.00	0.00	0.00
Gross Profit	360,423.00	0.00	0.00	0.00	0.00
Expense					
Advertising	300.00	0.00	0.00	0.00	0.00
Bank Fees	0.00	0.00	0.00	0.00	0.00
Collections	0.00	0.00	0.00	0.00	0.00
Contract Services	1,500.00	0.00	0.00	0.00	0.00
Dues & Subscriptions	1,000.00	0.00	0.00	0.00	0.00
Employee Training			0.00	0.00	0.00
CPR/First Aid training	360.00	0.00	0.00	0.00	0.00
Employee Training & Travel	2,000.00	0.00	0.00	0.00	0.00
Employee Training - Other	2,000.00	0.00	0.00	0.00	0.00
Total Employee Training	4,360.00	0.00	0.00	0.00	0.00
Employment/Hiring Expense					
Advertising	490.00	0.00	0.00	0.00	0.00
Criminal Background/Fingerprint	350.00	0.00	0.00	0.00	0.00
Employment/Hiring Expense - Other	495.00	0.00	0.00	0.00	0.00
Total Employment/Hiring Expense	1,335.00	0.00	0.00	0.00	0.00
Finance Charge	0.00	0.00	0.00	0.00	0.00
Fundraising Expenses	500.00	0.00	0.00	0.00	0.00



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248162362

Aug. 21, 2013 LTR 4168C 0

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00021381

BODC: TE

BETTY ELIASON CHILD CARE CENTER
607 LINCOLN ST
SITKA AK 99835



036932

Employer Identification Number: [REDACTED]
Person to Contact: Mr. McQueen
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 12, 2013, 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 June 1980.

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)(ii).

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/eo 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 #

47847

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

BETTY ELIASON CHILD CARE CENTER

607 LINCOLN STREET SITKA AK 99835

owned by

THE BETTY ELIASON CHILD CARE CENTER, INC.

is licensed by the department to conduct business for the period

November 17, 2016 through December 31, 2018
for the following line of business:

62 - Health Care and Social Assistance




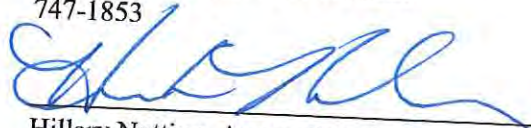
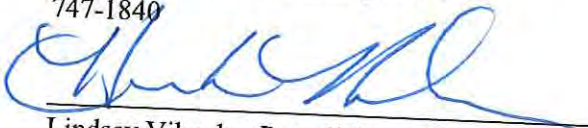


This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

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

Chris Hladick

Organization Name: Betty Eliason Child Care Center

CBS Liabilities Form

- Property Tax

Hannah Nelson, Tax Accountant
747-1853
- Sales Tax

Hillary Nutting, Accounting 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: Greater Sitka Arts Council

Alaska State Business License Number (if applicable): 919977

Name of Contact Person: Kammie Daniels

Phone: 9077472787 Email: ThinkArtThinkSitka@gmail.com

Mailing address: PO 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: \$7500.00

Match Dollars Committed: \$7500.00 Percentage: 100%

Sources of Matched Dollars: Individual donors, business contributors, event sales, fundraising initiatives [including grant funding]

Brief Description of the Purpose of the Grant: _____

To assist the Council as it works to uplift the cultural

life of Sitka, Alaska, through its wealth of arts programming

and support services.

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

Name: Kammie Daniels

Title: staff support

Date: 8/24/2017



Application Content

Detailed Project Description

Category applying for :
Cultural and Education Services

What will be done with these funds?

The funds requested, \$7500.00, will assist the Greater Sitka Arts Council (GSAC) in its mission to uplift the cultural life of Sitka, Alaska, through its wealth of arts programming and support services in education, professional development, fiscal sponsorship, visual and performing arts, and folk/traditional arts.

Specifics:

This year, with the hopeful assistance of its valued partner, the City and Borough of Sitka, the Arts Council will implement a programming strategy inspired by consolidation, outreach, excellency, responsiveness and collaborative leadership. Pre-existing events will be refined in design and detail, re-framing routinely good programs as dynamic, memorable experiences. Earlier this year, the Council placed the name of 'The Sitka Wearable Art Show' back in the hands of its community [formally 'Alaska Airlines Wearable Art Extravaganza']. In 2018, the refreshed production will continue in growing strength and widespread community involvement, including a uniquely-crafted, modern set design, and hopeful performances by the Naa Kahidi Dancers, Mt. Edgecumbe student dancers and Sitka Cirque.

'The Paris of the Pacific', a 'Sitka Transfer'-inspired melodrama, is strategically being reinstated for the 150th Sesquicentennial Commemoration, with a refreshed script by original co-writer Abigail Carney and directorial leadership by Ira Snelling.

'Sitka Artisans Market' and 'The Holiday Craft Party' will continue as holiday family favorites. The Market will celebrate local artists and artisans, while also welcoming several talents from neighboring Alaska communities. The Holiday Crafts Party will be offered as a separate, holiday event, showcasing numerous family activities and festive fun in valued partnership with the University of Alaska Southeast.

The Council's online 'Artist Registry' will be revitalized within a new website platform, offering extended artist resources including a musician and live entertainment database.

The Council will maintain its existing gallery spaces within Sitka Community Hospital and City Hall (in partnership with Norman Campbell), while pursuing new partnerships with other valued community locations.



The Fall and Spring Art Walks will welcome a new community partner, the Sitka Historical Society, in bolstering the existing, evening event with the inclusion of Sitka's museums. Transportation will be provided between locations, offering extended access to community members and enhanced community experience.

'Sitka Strings' - a music education initiative - will offer free and affordable group violin instruction and performance opportunities for youth and adults. This existing group, led by musician Debby Leveck, will grow within its current practice location of Sitka Pioneers Home, offering extended experiences for children, families and Pioneers Home residents and staff to interact and congregate around music education and performance.

Sitka Folk's dynamic community offerings, like 'Evening with the Artists' [visual art and music pairings] and Open Mic Night [in partnership with BEAK restaurant], along with 'The Monthly Grind' [themed, variety shows], will continue as popular and positive options of family evening entertainment. The Council's fiscal sponsorship partnerships with The Monthly Grind, Sitka Folk and Sitka Community Theatre will continue with expanded support resources and strengthened services.

The 'Individual Artist Grant Program' will continue to support [FY17 \$3000 awarded] underserved, local artists pursuing arts education and professional development.

The Council, in its newest partnership with Sitka Community Playground, will explore artistic ideas and implementation, while working to secure local talent and funding/support needed for the chosen designs.

The Council will continue to support and guide artists in independent creative events, like the '5 Hour Work Session' [artists gather to create new works in 5 hours in same space] and new, creative shows like 'Call & Response' [art show featuring the papercut designs of Sarah Lawrie and dance performances by Silks dancers].

Who will do it?

The Greater Sitka Arts Council leading staff, Kammie Daniels, and dedicated board members and volunteers, will work collectively with bookkeeper Susea Albee and other community partners to ensure responsible and productive use of all granted funds towards accomplishing the previously stated initiatives.

Who will be served?

The Council will continue to engage children, students, professionals, parents and community members in educational arts experiences in a full range of arts disciplines, including dance, theater, music, visual arts and artisan craftsmanship. Through wide-reaching events, like the Sitka Artisans Market, the Council will collaborate with dozens of accomplished artists who represent Alaska's diversity and artistic excellence.

The Council's popular programming will be offered in various platforms, including special presentations for treasured community members, like Pioneers Home residents and Sitka School District students. Programs like the Individual Artist Grant Program will also play a critical role in increasing exposure and improving access to arts participation and education across Sitka's populations.

When will these services be provided?

While our support and advocacy services remain ongoing, this particular period would be recorded from the moment of fund acquisition until the end of the Council's current fiscal year [June 2018].

Expected Outcomes

How will the project be measured as successful?

In addition to ensuring [and reporting] all directed funds are spent appropriately and effectively in relation to grant agreement standards, the Council's leadership will integrate outcome surveys to event participants and attendees, with the intent of defining impact. Council meetings will further channel community feedback directly to its decision makers. Its staff will establish strengthened relationships with leaders in the community, and through such partnerships obtain direct feedback from each subsection of Sitka's greater population, ensuring its platforms are wide-reaching and effective.

What will the tangible community benefit be?

The Council's programming showcases the tremendous and varied talent based in Sitka. It gives artists stages, galleries, venues and the connections needed to share and celebrate their work. Existing and planned future offerings provide means for young artist(s) to feel uplifted in their artistic interests and pursue their gifts in a supportive environment. Through events like the Sitka Artisans Market, increased revenues and exposure are granted to those wishing to promote their work, including local business owners and independent entrepreneurs. All Council initiatives promote an overarching spirit of community connectedness as families and individuals explore arts opportunities and events together.

Extended tangible benefits would be the continuation and growth of the Council's sponsored groups, including Sitka Folk, The Monthly Grind and Sitka Community Theatre. Such groups offer time-tested, quality and favored educational and cultural opportunities of an artistic variety. Group leaders' passion for local arts and community involvement is shared with Sitka's diverse populations, such encouragement leading to family outings otherwise not accessed, performance opportunities available to artists of all skill and experience levels, and affordable, healthy entertainment independent of weather or time of year.

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

Benchmarks include successful planning and follow through of stated events and services; enjoyed attendance and involvement by all staff, volunteers, and community members; rich, positive feedback obtained by those served, as well as those working under the Council umbrella; increased interest and commitment by staff members, volunteers, local and distant artists and arts advocates in working with the Council; enriched partnerships between the Council and the community in which it serves; and families and individuals uplifted uniquely through celebration of their talent, skills and/or artistic interests.

Statement of Need

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

The Council works to involve all people and groups in the exploration and celebration of Sitka arts and culture by removing barriers to participation and promoting inclusion. Its events are hosted within venues that are handicapped accessible, with adequate and appropriate lighting and signage; such efforts reflecting ongoing attention to maintaining accessible programming and facilities. The Council also encourages all people of all abilities to participate in its initiatives through direct outreach and communication.

The Council's unique responsibilities include being the primary support for independent arts groups and independent artists. In addition to its strong history of fiscal sponsorship, the Council continues to progress in its pursuit of extended community partnership, including mutual initiatives with the Sitka Sound Science Center, Sitka Tribe of Alaska, Sitka Community Playground and the Sitka Historical Society. Through its arts and educational design, the Council's mission continues to strengthen Sitka's already rich educational and cultural platforms, pairing historical significance with creative ingenuity. While it is not an Alaska Native arts organization, the Council also works to serve, uplift and foster connection with Sitka's Alaska Native populations, particularly within the arts and cultural disciplines.

What documented needs does this project address ?

The Council connects with families, educators, organizations, artists and community groups to foster arts and cultural activities that facilitate learning, personal growth, self-improvement, healing and sense of connectedness. This intrinsic, priceless value only achieved by arts integration is documented through a rich collection of local sources, including:

- The 2007 Sitka Comprehensive Plan states its 'recognition of the positive effect of the arts in Sitka's civic and economic framework'.
- The 2017 Sitka Vacation Planner states 'Sitka loves the arts', describing the longstanding community value offered by several of the Greater Sitka Arts Council initiatives including The Monthly Grind and Sitka Wearable Art Show.
- Capital City Weekly's highlight of the Council in several issues of its 'Bright Moments' feature, describing Southeast Alaska's best arts and cultural events.
- Juneau Empire's article on The Monthly Grind, describing the sponsored events as celebrating 'affordable, non-political, family-oriented entertainment'.

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

The hopeful funds obtained by the support of this grant would certainly help leverage other funds specifically pursued for the stated projects. Organizations offering such funding, like the Alaska State Council on the Arts, request that sister partners/funding are secured in addition to their contributions. Support from the City and Borough of Sitka demonstrates belief in the Council's history and continued commitment to arts and cultural advocacy and education. It also demonstrates community unity within the arts sector, and unbiased support to all those who strive for community empowerment.

Organizational Capacity

Track Record/Community Support:

The Council's mission-driven work has been made possible through the continued support and participation of each one of its grant reviewers and funders, members, corporate partners, and strategic allies.

The Council's strategy team remains a committee-driven board of diverse, talented individuals, focused on strong governance and wise direction. Staff continue to work with the Council's chief accountant, professional advisors, volunteer and contract staff, the Council's Finance Committee, and each and every director. The Council has always recognized the importance of high quality people and vital organizational costs, and supports these investments as a strategy to continued sustainable programming.

Former staff persons, like Jeff Budd and Sarah Lawrie, remain active as volunteers and/or board members, signifying the strength of one's commitment to the Council's mission and initiatives. New volunteers regularly join faithful volunteers of many years, working together to enhance the quality and reach of quality arts programming. Independent donors and business partners remain committed to supporting the Council each year, through unsolicited donations and/or advertising. Community groups continue to call and look to the Council for guidance on creative public projects, while independent artists both local and visiting participate in the Council's events each year with growing enthusiasm.

Board Attendance:

The Greater Sitka Arts Council's Board of Directors meets formally once per month, and on an informal, regular basis throughout its many events, fundraising initiatives and team building gatherings.

Current members include:

Pat Hughes, President

John Stein, Vice President

Ted Howard, Secretary
Charles Morgan, Treasurer
Lauren Wild, Member
Bobbi Jordan, Member
Melinda McAdams, Member
Sarah Lawrie, Member
Jackie Hamberg, Member
Heather Bauscher, Member

Budget

*Requested forms attached in supplemental materials.

Overview of Revenue Streams

Historically, the Council's revenues have encompassed a healthy mix of income streams:

- Self-Generated Fees for Services [ex. ticket sales; equipment rentals; workshop tuitions]
- Charitable Contributions [ex. memberships]
- Corporate Philanthropy [ex. Alaska Airlines; Premera Blue Cross]
- State and Local Governments [ex. City and Borough of Sitka]
- Foundations [ex. Rasmuson]
- Public Charities [ex. White Elephant Shop]
- Planned Giving [ex. Pick.Click.Give]
- Fundraising Campaigns [ex. raffle]

Deficit

At the end of the FY17, the measurement of the Council's profitability was at a deficit. The Council currently sits in the early stage of its fiscal year [ending May 2017], with a net asset total [\$33,261.59] capable of absorbing this deficit, and sufficient cash and working capital to continue its outreach initiatives. The Council expects to achieve a recovery surplus, as net assets are replenished through event sales and sponsorships of upcoming events, grant funding partnerships and member contributions.

Other Required Documentation

*Requested forms attached in supplemental materials.

Thank you

9:37 AM

08/23/17

Accrual Basis

Greater Sitka Arts Council

Balance Sheet

As of May 31, 2017

	May 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1000 · FNBA Checking	3,220.20
1010 · Gaming Account	7,686.95
1020 · ALPS Savings	15,710.84
1030 · Cash Box	150.00
Total Checking/Savings	26,767.99
Total Current Assets	26,767.99
Fixed Assets	
1500 · Furniture and Equipment	10,077.00
1550 · Accumulated Depreciation	-3,583.40
Total Fixed Assets	6,493.60
TOTAL ASSETS	33,261.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	273.38
Total Accounts Payable	273.38
Other Current Liabilities	
24000 · Payroll Liabilities	181.50
Total Other Current Liabilities	181.50
Total Current Liabilities	454.88
Total Liabilities	454.88
Equity	
3000 · Unrestricted Net Assets	28,719.03
3100 · Umbrella Restricted Net Assets	9,290.13
Net Income	-5,202.45
Total Equity	32,806.71
TOTAL LIABILITIES & EQUITY	33,261.59

Greater Sitka Arts Council
Operating Income Statement
June 2016 through May 2017

	<u>Jun '16 - May 17</u>
Ordinary Income/Expense	
Income	
4000 · Grant Income	9,704.00
4010 · Board Donations	190.00
4030 · Fund Raising/Special Events	13,897.36
4040 · Membership/Donations	7,114.58
4050 · Gaming (Raffle tickets sold)	7,412.00
4060 · Rental Income/Equipment	580.00
4080 · Sponsor	15,728.00
4085 · Vendor Fee	11,004.00
4095 · Interest Income	15.71
4099 · Umbrella Overhead Income	1,295.60
Total Income	<u>66,941.25</u>
Gross Profit	66,941.25
Expense	
6000 · Advertising, Promotion/Web Site	3,334.43
6010 · Contract Services	12,058.00
6020 · Donations to Non Profits	1,439.15
6030 · Equipment Rental/Purchases	6,537.20
6035 · Gaming Expense	267.00
6040 · Insurance Expense	2,568.00
6050 · Meals and Entertainment	1,141.01
6060 · Office Expense	
6061 · Bank Service Charges	30.75
6062 · Office Supplies	681.06
6063 · Other Office Expense	50.00
6064 · Postage and Delivery	1,046.76
6065 · Telephone/Utilities Expense	677.85
6066 · Credit Card Discount Fee	291.42
Total 6060 · Office Expense	<u>2,777.84</u>
6080 · Professional Fees	13,669.99
6085 · Rent Expense	9,553.81
6090 · Repairs and Maintenance	151.21
6095 · Scholarship	3,000.00
6100 · Special Events Expense	2,788.78
6105 · Supplies	1,068.11
6110 · Taxes, licenses and permits	70.00
6200 · Payroll Expenses	
6208 · Workers Comp	663.00
6210 · Salaries, Wages	10,112.34
6220 · Payroll Tax Expenses	942.36
Total 6200 · Payroll Expenses	<u>11,717.70</u>
Total Expense	<u>72,142.23</u>
Net Ordinary Income	-5,200.98
Other Income/Expense	
Other Income	
4098 · Fundraiser Net Income Transfer	25,412.46
Total Other Income	<u>25,412.46</u>
Other Expense	
7100 · Net Income of Fundraisers	25,412.46
Total Other Expense	<u>25,412.46</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>-5,200.98</u></u>

BUDGET FY18

Income	
4010 Board Donation	750
4040 Membership/Donations	8,000
4030 Fund Raising/Special Events	17,500
4070 Sales	500
4095 Interest Income	
4099 Overhead Income	2,000
4060 Rental income/equipment	600
4080 Sponsors	25,000
4085 Vendor Fees	11,200
4090 Workshops	
Gross Revenue	65550
Expense	
6210 Salaries, Wages	13,000
6200 Payroll Expenses- Other	1000
6220 Payroll Tax Expenses	300
6010 Contract Services	15,000
6020 Donations to Non-Profits	300
6062 Office Supplies	1500
6064 Postage and Delivery	1000
6065 Telephone and Utilities	600
6063 Office Other	
6095 Scholarships	
6105 Supplies	5,200
6110 Taxes/license/permit/mbrshp	450
Subcontracted services	
6000 Advertising/Promotion	5,650
6008 Worker's Comp Insurance	300
6040 D&O & Liability Insurance	2,500
6050 Meals and Entertainment	1450
6080 Professional Fees	8,000
6085 Rent Expense	11300
6120 Travel	
6100 Special Event Expense	
6030 Equipment Rental	400
Training/Conferences	
Sales Tax	
Total Expense	53650
Total Net Income	11,900

FY18 GRANTS AWAITING OR SECURED SO FAR

Grants:	City of Sitka	White E	ASCA	Total
Income	7500	750	3,150	11400
Expense				Total Expense
Consignment fee				
Contract Services			900	900
Contributions				0
Office Supplies				0
Postage				0
Telephone				0
Office Other				0
Music Programming	1500			
Artist Workshops, Events	1000			
Scholarships	1000	750	250	2000
Impact Assessment	500			
Artist Registry Updates	500			
Flagship Events	2000			2000
Taxes/license/permit/mbrshp				0
Volunteer Stipend				0
Subcontracted services				0
Advertising/Promotion				0
Insurance				0
Meals and Ent				0
Professional Fees	1000			1000
Rent Expense			2000	2000
Travel/training				0
	7500	750	3150	11400

Others: Rasmuson, Foraker Group, SCPT, Women's Club, Coast Guard Spouses and Women's Association,

GRANTS AWARDED FY17

ASCA \$3150.00

City & Borough of Sitka \$3286.00

White Elephant Shop \$300.00

SCPT \$2518.00

Rasmuson \$6537.00

Internal Revenue Service

Date: September 9, 2005

GREATER SITKA ARTS COUNCIL INC
BOX 564
SITKA AK 99835-0564

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Shella Schrom 31-02836
Customer Service Representative
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
[REDACTED]

Dear Sir or Madam:

This is in response to your request of September 9, 2005, regarding your organization's tax-exempt status.

In August 1973 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

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

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

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 03, 2016 through December 31, 2017

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

Breath Sitar Arts Council

CBS Liabilities Form

- Property Tax



Hannah Nelson, Tax Accountant
747-1853

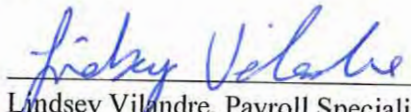
- Sales Tax



Hillary Nutting

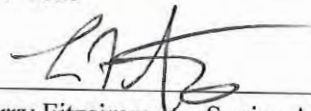
Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases




Lindsey Villandre, 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: Sitka Maritime Heritage Society

Alaska State Business License Number (if applicable): 973208

Name of Contact Person: Evgenia (Jenya) Avichtchenko

Phone: (907) 980-2426 Email: anichenkojenya@gmail.com

Mailing address: P.O. Box 2153

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: \$ 8,250⁰⁰

Match Dollars Committed: \$4,820⁰⁰

Percentage: 58.42%

Sources of Matched Dollars: SMHS General Fund

Brief Description of the Purpose of the Grant: to collect, preserve & share oral lore & histories of local fishing families via video interviews edited into a set of short video films & interpretive displays.

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

Name: Evgenia Avichtchenko EA

Title: Executive Director

Date: 08-25-2017

Detailed project description

The Sitka Maritime Heritage Society (SMHS) is applying for a City and Borough of Sitka Annual Grant in the Cultural and Educational Services category, to fund a project focused on preservation and sharing of oral lore and histories of local commercial fishing families. The project funds will be used to record a series of video interviews with prominent local members of Sitka's commercial fishing community, to underwrite costs of scanning documents and photographs from their personal collections, to edit this information into texts, and a set of short video films, and to make this unique and important history available via on-line presentation on the SMHS website (<http://www.sitkamaritime.org/>) and interpretive displays at the Japonski Island Boat House.

Commercial fishing is an important part of Sitka's economic, social and cultural life, with deep historical roots. It is also one of the most dynamically changing and under-recorded aspects of our community's history. Many of the events of the last decades of commercial fishing remain in memories and stories rarely captured on video film or tape. Collecting and preserving these stories is both important and urgent, as the generation of pioneers of some fisheries is passing away. Their life stories and experiences are priceless cultural treasures and deserve to be preserved and shared.

To date, the SMHS has identified over twenty local families whose involvement in commercial fisheries shaped the economic, social and cultural life of Sitka. The project activities will include:

- contacting these families;
- conducting interviews;
- scanning relevant documents;
- editing video footage to create a series of short video films;
- adding these materials into the Society's database;
- transcribing the interviews;
- developing on-line presentations on the SMHS website and interpretive materials for summer display in the east wing of the Japonski Island Boat House.

These activities will take place during the fishing downtime from November 2017 to March of 2018. Key staff will include SMHS executive director Jenya Anichtchenko, and a filmmaker contracted for a period of 4 months on a part-time basis. Anichtchenko holds a PhD in maritime archaeology and has extensive experience in anthropological and historical interviewing. The filmmaker position will be advertised and open for interested qualified community members. The SMHS board and volunteers will offer their expertise and assistance on an in-kind basis.

This project will serve the community of Sitka at large by preserving an important aspect of its history, as well as out of town visitors by sharing this cultural legacy through educational displays at the Japonski Island Boat House. The SMHS has not previously applied for CBS General Fund Grants.

Expected Outcomes:

The project will generate a wealth of audio-visual records that will capture the legacy of commercial fishing in Sitka area for generations to come. These records will be shared with the community in a number of ways including a mid-project public event, film screening, and interpretive displays at the Japonski Island Boat House, which will be open to the general public during the summer of 2018. Measures of the project's success will include the quantity and quality of these records, community feedback and rate of participation, the attendance at public events and screenings, and summer Japonski Island Boat House visitation rate.

There are many ways in which this project benefits the community of Sitka:

- Cultural: the projects' activities will preserve this important part of Sitka's history and culture by recording oral histories and storing digital files in the SMHS database, which will be available to both interested researchers and the general public,
- Quality of life and tourism: displays based on the information collected during this project will be instrumental in turning the east wing of the Japonski Island Boat House into an interpretive and educational center, which will contribute to the local community's quality of life and add a destination to Sitka's slate of offerings for tourists,
- Economics: making stories of commercial fishing in Alaska publicly accessible will also foster interest in commercial fishing and thus contribute to promotion of an economic activity which continues to play a key role in Sitka's development.

The project will have following benchmarks:

- 1) Initial stage (October 2017) – hiring filmmaker, making a public announcement about the project, contacting the families for interviews;
- 2) Interviewing, first part (November 2017-January 2018) – conducting first set of interviews
- 3) Mid-project presentation and clip screening held in early February to raise community awareness about the project and to solicit feedback;
- 4) Final editing and public screening of final film productions (February-March 2018)
- 5) Transcribing the interviews and developing texts and layouts of interpretive displays (February-end of March 2018);
- 6) Interpretive displays printed and installed in the Japonski Island Boat House (March-June 2018).

Statement of Need:

The project will provide the community of Sitka with cultural and educational services by preserving an important part of Sitka's cultural legacy and educating the general public about its importance. It addresses needs outlined in the Arts and Culture Goals and Policies section of the Sitka Comprehensive Plan, specifically 2.12.1 ("to recognize that Sitka's arts and culture

activities are essential to the quality of life, integral to the economic base of the community and diverse in their religious, ethnic, and racial makeup”) and 2.12.2 (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).

In addition to cultural, educational and preservation focus, this project will help the SMHS to develop interesting community-relevant programs, and to achieve its goal of turning the Japonski Island Boat House into an educational facility. The Society continues fundraising for the complete rehabilitation of this historic property. A portion of this fiscal year’s annual budget is allocated to the improvements in the east wing, including external work and instalment of electricity in order to make this wing operational. Plans to secure additional funds for this part of the building include a proposal for a National Maritime Heritage grant (due September 1, 2017), and an Alaska Humanities Forum general grant (due circa December 1, 2017). While the constructional need will be met through funds received from other sources, the City and Borough of Sitka General Fund grant will leverage costs associated with development of educational content, and fabrication of displays.

Organizational Capacity

The Sitka Maritime Heritage Society is a non-profit member-supported organization founded in 1999 with the mission to preserve world maritime heritage with a focus on the waters surrounding Sitka, Alaska and to educate the public about this heritage. The group is inspired by the vibrant and rich history of maritime activities on Southeast Alaska and further motivated by the concern for preservation of boatbuilding skills and tangible maritime heritage. The society offers a variety of programs including workshops on maritime skills, water tours, public talks, family days and story-telling events which allow us to collect, record and share oral histories from old-time mariners. The society’s main strategic project is rehabilitation of the historic Japonski Island Boathouse one of the last standing original wooden structures from the WW II era, and a recognized National Historic Landmark. To this goal, the SMHS has conducted a number of successful projects including completing haz-mat survey, commissioning architectural and engineering plans for the Boathouse restoration, securing over \$500,000 in grants and donations for the rehabilitation of the building’s roof and foundation and building of an extension for visitor center. The Society holds annual meetings focused on the community’s oral histories, which are filmed. In May of 2017, the SMHS received a Museums Alaska grant to purchase museum database software and a dedicated computer, allowing for storage of digital files.

The only maritime heritage group in Southeast Alaska, the Sitka Maritime Heritage Society is governed by a volunteer board of seven and managed by the executive director. The board members are:

Mike Litman, President

Rebecca Poulson, Vice President

Joe D'Arienzo, Treasurer

Brinnen Carter, Secretary

John Dunlap, Director

Anthony Vlahovich, Director

Stan Barge, Director

The board meets monthly. The average attendance is 71.4%.

The SMHS has over one hundred active members, and receives on average between \$10,000 and \$50,000 a year in donations and memberships. The organization's paid and volunteer staff contributes 100 to 180 work-hours monthly. The Society's 2017 operating budget is \$100,736.00.

Budget:

The total budget for this project is \$15,230. The amount requested from the City and Borough of Sitka is \$8,250, which includes \$6,000 for the film maker's honorarium, \$1500 for fabrication of educational displays and \$750 in indirect costs for SMHS administrative expenses. The SMHS match consists of \$4,320 in executive director Jenya Anichtchenko's salary, \$250 for project supplies and \$250 for a public event related to the project. The SMHS board and volunteer time is included in in-kind contribution at \$2,160.

categories	Grant grant request	Match in kind	Match cash	Total
film maker honorarium at \$50 an hour, 120 hours	6,000			6,000
maritime historian services provided by Jenya Anichtchenko, \$27 an hour, 160 hours			4,320	4,320
SMHS board assistance, \$27 an hour, 80 hours		2,160		
supplies			250	250
interpretive panels	1500			1500
public event costs			250	250
total project costs without indirect cost	7,500	2,160	4820	14,480
indirect costs - SMHS 10%	750			
total project budget	8,250	2,160	4,820	15,230

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

State of Alaska Certified Local Government Grant FY 2016: \$21,736 for Japonski Island Boathouse Accessible Entry foundation and Plumbing, received in December of 2016.

Museums Alaska Collections Management Fund: \$1,727.00 for purchase of equipment and supplies that will allow the society to conduct professional cataloguing of existing collections, to

build the foundation for more efficient collection management, and to increase public access to the information about objects and materials curated by the SMHS, received in May of 2017.

Sitka Maritime Heritage Society, Inc.
Annual operating budget 2017

General Income	
Delta Western sublease	25,000
Program fees	2,000
Donations	10,000
Memberships & annual support	2,000
Special events	15,000
Gift shop sales net	5,000
Total General Income	59,000
Grants for Programs	20,000
CLG Grant	21,736
Total Income	100,736
Operating Expenses	
Furniture & Equipment	500
Office rental	1,000
Insurance	4,000
Maintenance	2,000
Marketing & advertising	500
Miscellaneous/Fundraising	5,000
Newsletter	1,000
Dues, Licenses, and fees	600
Merchandise	2,000
Postage & shipping	600
Professional memberships	600
Professional Services	600
Salaries & Fringe	25,000
Travel	1,000
Utilities	2,000
Accounting	2,000
Supplies	1,000
Program expenses	5,000
CLG grant	33,252
Total Operating Expenses	87,652
Projects and Exhibits Expense	12,000
Total Expenses	99,652
Net Income	1,084

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04/12/17

Accrual Basis

Sitka Maritime Heritage Society

Income Statement by Class

January through December 2016

	Building Fu... (Japonski B...	CLG Walls ... (Japonski B...	Total Japon...	General Fund (Unrestricte...	Boat Trips (Special Ev...
Ordinary Income/Expense					
Income					
4000 · Donation Income	0.00	0.00	0.00	9,801.25	0.00
4100 · Fund Raising Income	4,000.00	0.00	4,000.00	270.00	2,715.00
4200 · Grant Income	0.00	13,505.68	13,505.68	2,055.57	0.00
4300 · Memberships	0.00	0.00	0.00	1,699.00	0.00
4350 · Rental Income					
4360 · Sales Tax	0.00	0.00	0.00	-1,190.84	0.00
4350 · Rental Income - Other	0.00	0.00	0.00	25,008.00	0.00
Total 4350 · Rental Income	0.00	0.00	0.00	23,817.16	0.00
4400 · Retail Sales	0.00	0.00	0.00	50.00	0.00
4500 · Interest/Div Income	0.00	0.00	0.00	137.48	0.00
Total Income	4,000.00	13,505.68	17,505.68	37,830.46	2,715.00
Cost of Goods Sold					
Retail Items	0.00	0.00	0.00	395.21	0.00
Total COGS	0.00	0.00	0.00	395.21	0.00
Gross Profit	4,000.00	13,505.68	17,505.68	37,435.25	2,715.00
Expense					
Other Expense					
5060 · Advertising/Printing	0.00	0.00	0.00	798.96	27.83
5080 · Dues, Memberships, Subscription	0.00	0.00	0.00	255.00	0.00
5100 · Fund Raising Expense	0.00	0.00	0.00	0.00	927.50
5120 · Insurance					
D&O	0.00	0.00	0.00	895.00	0.00
Liability	0.00	0.00	0.00	1,035.00	0.00
5120 · Insurance - Other	0.00	0.00	0.00	1,204.00	0.00
Total 5120 · Insurance	0.00	0.00	0.00	3,134.00	0.00
5130 · Professional Services					
5140 · Accounting	0.00	0.00	0.00	2,346.14	0.00
5130 · Professional Services - Other	0.00	3,698.12	3,698.12	4,045.12	0.00
Total 5130 · Professional Services	0.00	3,698.12	3,698.12	6,391.26	0.00
5215 · Meeting Expense	0.00	0.00	0.00	1,061.52	0.00
5220 · Taxes, Licenses & Permit	0.00	219.00	219.00	100.00	0.00
5240 · Supplies					
Office					
Bank Fees	0.00	0.00	0.00	96.08	0.00
Office - Other	0.00	0.00	0.00	79.70	0.00
Total Office	0.00	0.00	0.00	175.78	0.00
Program	0.00	694.00	694.00	150.00	0.00
Total 5240 · Supplies	0.00	694.00	694.00	325.78	0.00
Total Other Expense	0.00	4,611.12	4,611.12	12,066.52	955.33
5000 · Facility Expense					
Postage, Shipping & PO Box Rent	0.00	0.00	0.00	189.62	0.00
Water, Electric, Sewage	0.00	0.00	0.00	296.52	0.00
Total 5000 · Facility Expense	0.00	0.00	0.00	486.14	0.00
5200 · Personnel Services Expense					
Hourly Wages	0.00	4,755.00	4,755.00	2,640.00	0.00
5205 · Director Salary	0.00	2,836.82	2,836.82	10,163.20	0.00
5210 · Worker's Comp	0.00	0.00	0.00	-395.00	0.00
5225 · Payroll Tax Expense	0.00	740.21	740.21	1,248.30	0.00

2:37 PM

04/12/17

Accrual Basis

Sitka Maritime Heritage Society

Income Statement by Class

January through December 2016

	Building Fu... (Japonski B...	CLG Walls ... (Japonski B...	Total Japon...	General Fund (Unrestricte...	Boat Trips (Special Ev...
Total 5200 - Personnel Services Expense	0.00	8,332.03	8,332.03	13,656.50	0.00
Total Expense	0.00	12,943.15	12,943.15	26,209.16	955.33
Net Ordinary Income	4,000.00	562.53	4,562.53	11,226.09	1,759.67
Other Income/Expense					
Other Income	0.00	0.00	0.00	4,232.20	0.00
Overhead Transfer Income	0.00	0.00	0.00	4,232.20	0.00
Total Other Income					
Other Expense	0.00	562.53	562.53	0.00	1,759.67
Overhead Transfer Expense	0.00	562.53	562.53	0.00	1,759.67
Total Other Expense	0.00	-562.53	-562.53	4,232.20	-1,759.67
Net Other Income	4,000.00	0.00	4,000.00	15,458.29	0.00
Net Income					

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04/12/17

Accrual Basis

Sitka Maritime Heritage Society

Income Statement by Class

January through December 2016

	Special Eve... (Special Ev...	Total Speci... (Unrestricte...	Total Unrest...	TOTAL
Ordinary Income/Expense				
Income				
4000 · Donation Income	0.00	0.00	9,801.25	9,801.25
4100 · Fund Raising Income	1,910.00	4,625.00	4,895.00	8,895.00
4200 · Grant Income	0.00	0.00	2,055.57	15,561.25
4300 · Memberships	0.00	0.00	1,699.00	1,699.00
4350 · Rental Income				
4360 · Sales Tax	0.00	0.00	-1,190.84	-1,190.84
4350 · Rental Income - Other	0.00	0.00	25,008.00	25,008.00
Total 4350 · Rental Income	0.00	0.00	23,817.16	23,817.16
4400 · Retail Sales	0.00	0.00	50.00	50.00
4500 · Interest/Div Income	0.00	0.00	137.48	137.48
Total Income	1,910.00	4,625.00	42,455.46	59,961.14
Cost of Goods Sold				
Retail Items	0.00	0.00	395.21	395.21
Total COGS	0.00	0.00	395.21	395.21
Gross Profit	1,910.00	4,625.00	42,060.25	59,565.93
Expense				
Other Expense				
5060 · Advertising/Printing	0.00	27.83	826.79	826.79
5080 · Dues, Memberships, Subscription	0.00	0.00	255.00	255.00
5100 · Fund Raising Expense	0.00	927.50	927.50	927.50
5120 · Insurance				
D&O	0.00	0.00	895.00	895.00
Liability	0.00	0.00	1,035.00	1,035.00
5120 · Insurance - Other	0.00	0.00	1,204.00	1,204.00
Total 5120 · Insurance	0.00	0.00	3,134.00	3,134.00
5130 · Professional Services				
5140 · Accounting	0.00	0.00	2,346.14	2,346.14
5130 · Professional Services - Other	0.00	0.00	4,045.12	7,743.24
Total 5130 · Professional Services	0.00	0.00	6,391.26	10,089.38
5215 · Meeting Expense	0.00	0.00	1,061.52	1,061.52
5220 · Taxes, Licenses & Permit	0.00	0.00	100.00	319.00
5240 · Supplies				
Office				
Bank Fees	0.00	0.00	96.08	96.08
Office - Other	0.00	0.00	79.70	79.70
Total Office	0.00	0.00	175.78	175.78
Program	0.00	0.00	150.00	844.00
Total 5240 · Supplies	0.00	0.00	325.78	1,019.78
Total Other Expense	0.00	955.33	13,021.85	17,632.97
5000 · Facility Expense				
Postage, Shipping & PO Box Rent	0.00	0.00	189.62	189.62
Water, Electric, Sewage	0.00	0.00	296.52	296.52
Total 5000 · Facility Expense	0.00	0.00	486.14	486.14
5200 · Personnel Services Expense				
Hourly Wages	0.00	0.00	2,640.00	7,395.00
5205 · Director Salary	0.00	0.00	10,163.20	13,000.02
5210 · Worker's Comp	0.00	0.00	-395.00	-395.00
5225 · Payroll Tax Expense	0.00	0.00	1,248.30	1,988.51

2:37 PM

04/12/17

Accrual Basis

Sitka Maritime Heritage Society
Income Statement by Class
 January through December 2016

	Special Eve... (Special Ev...	Total Speci... (Unrestricte...	Total Unrest...	TOTAL
Total 5200 - Personnel Services Expense	0.00	0.00	13,656.50	21,988.53
Total Expense	0.00	955.33	27,164.49	40,107.64
Net Ordinary Income	1,910.00	3,669.67	14,895.76	19,458.29
Other Income/Expense				
Other Income				
Overhead Transfer Income	0.00	0.00	4,232.20	4,232.20
Total Other Income	0.00	0.00	4,232.20	4,232.20
Other Expense				
Overhead Transfer Expense	1,910.00	3,669.67	3,669.67	4,232.20
Total Other Expense	1,910.00	3,669.67	3,669.67	4,232.20
Net Other Income	-1,910.00	-3,669.67	562.53	0.00
Net Income	0.00	0.00	15,458.29	19,458.29

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

314
DEPARTMENT OF THE TREASURY

Date:

MAY 10 2004

SITKA MARITIME HERITAGE SOCIETY INC
BOX 1971
SITKA, AK 99835

Employer Identification Number:

[REDACTED]

DLN:

[REDACTED]

Contact Person:

JERRY FIERRO

ID# 31119

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated September 7, 2000, 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.

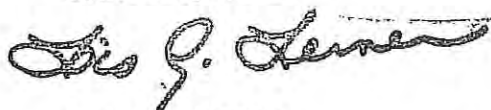
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of 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 between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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 MARITIME HERITAGE SOCIETY, INC

P.O. BOX 2153 SITKA AK 99835

owned by

SITKA MARITIME HERITAGE SOCIETY, INC.

is licensed by the department to conduct business for the period

November 08, 2016 through December 31, 2018
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.

Chris Hladick
Commissioner


Sitka Maritime Heritage Society

CBS Liabilities Form

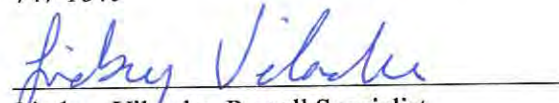
- Property Tax


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 Spigle, 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@iialaska.org

Mailing address: 304 Baranof 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: \$5,000

Match Dollars Committed: \$15,000 Percentage: 33%

Sources of Matched Dollars: Charlotte Martin Foundation, Alaska State Council On The Arts

Brief Description of the Purpose of the Grant: _____

Grant funds from the City and Borough of Sitka will be applied to the continued operation of the Island Institute's youth programs, Sitka Story Lab and Our Alaskan Stories.

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 25, 2017

PROJECT OVERVIEW FOR ISLAND INSTITUTE YOUTH PROGRAMS
ANNUAL: CULTURAL AND EDUCATIONAL SERVICES. REQUESTING: \$5,000

Grant funds from the City and Borough of Sitka will be applied to the continued operation of the Island Institute's youth programs, Sitka Story Lab and Our Alaskan Stories. Sitka Story Lab is our creative writing and storytelling program, which launched in Fall 2014. Our Alaskan Stories is place-based video storytelling program offered to Mt. Edgecumbe High School students. Our youth programs are focused on empowering youth ages 7-19 to be innovative thinkers and to express themselves with clarity, purpose, and imagination.

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.

The program has been a great success so far. We've worked extensively in each of Sitka's schools, offered several hundred hours of programs to local youth, and in 2016 we 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.

As the program develops, we are focusing our efforts more and more on offering in-school support to teachers, offering short units in creative writing and storytelling forms that build room for imaginative and playful exercises, units, and projects designed to break students out of their day to day routines. Through our after school program, we work with students that want to push their craft farther; many of our middle and high school after school students have used their time at our sessions to develop 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."

This year, we'll be finishing the second season and beginning the third of *Our Alaskan Stories*, an extracurricular course we offer at Mt. Edgecumbe High School. Through the program, we spend two months in the winter semester teaching a group of students a variety of video storytelling techniques in an applied setting. They learn about audio and video technique while also learning about interviewing, editing, and more general storytelling skills. By the end of the semester, each student has an outline of a story that they hope to tell about their home community. We send them home with recording gear, and they spend their summer looking at their home communities through a different lens. In the fall, we work with the students to edit their stories into a series of finished video pieces. We celebrated the culmination of the first season with two packed screenings at the Coliseum, and will soon be airing the films on statewide television. 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 Melissa Herlihy, who earned her Masters In Education at the University of Florida last year. She'll build on the work of the last few years to deepen the impact of Story Lab in Sitka and Southeast Alaska. Noted local filmmaker Hannah Guggenheim has been coordinating the second season of Our Alaskan Stories.

We're also already lining up some of the visiting artists that will work with students this year. Of particular note is Kristian Cordero, who writes in and translates between three languages in the Philippines. He is a real rising star in the Filipino literary scene, and will be with us for the month of November.

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, 2016, and 2017, we received amounts ranging from \$3,100 and \$5,500 in CBS general grant funds to support the development and growth of our youth programs.

EXPECTED OUTCOMES

Measures of success

In our 2016 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 2016; dozens more were included in our collection of local haiku 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.

As a result of past commitments to deepening partnerships in the community, we have worked with Brave Heart Volunteers to produce an intergenerational learning series at Pacific High School which incorporated residents of the Pioneer Home. We've also worked with Kettleson Memorial Library, Raven Radio, 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.

Our experience with Our Alaskan Stories shows that approximately a third of participating students complete all three phases - winter workshops, summer filming, and fall editing - of the project. We hope to work with up to 20 students in phase 1, up to 10 students in phase 2, and between 5-10 students on phase 3 of the project. We are dedicated to making the program a rewarding learning experience for all of those students, regardless of commitment and follow-through. We would like to honor the work that the students complete by ensuring that the final videos are made available to festivals, are eventually aired statewide on television, and are publicized locally and to the statewide MEHS alumni community.

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.

Part of Our Alaskan Stories is about sharing the many different ways of life experienced around the state, through the lenses of our young filmmakers. We hope that we can build empathy and understanding through this project.

Benchmarks

We hope to work with at least 40 students outside of class and 250 students in class by February 1, 2018. 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 State Council on the Arts, Alaska Humanities Forum, Charlotte Martin Foundation, Wells Fargo Bank, the Skaggs Foundation, the Leighty Foundation, the Sitka Charitable Trust, and the Greater Sitka Legacy Fund.

ORGANIZATIONAL CAPACITY

This year, despite some staffing hiccups earlier in the year, we met or exceeded most of our goals for Story Lab under the guidance of Story Lab Coordinator Zachary Desmond and Island Institute Executive Director Peter Bradley. Given the success of the first three 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 programs from outside Sitka in the last couple years, 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.

Two years ago, 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 in previous years 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 three 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); Brenda Campen (Secretary); Reid Magdanz; Blossom Twitchell; Mim McConnell

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

xc	10 General Fund/Admin	20 Tidelines Ferry Journey	40 Individual Residency Prog	60 Youth Programs	TOTAL
Ordinary Income/Expense					
Income					
Application Fees	\$ -	\$ 3,000.00	\$ 1,000.00	\$ -	\$ 4,000.00
Donation Income	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 30,000.00
Fundraising/Special Event	\$ 10,000.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 15,500.00
Grant Income	\$ 25,000.00	\$ 23,000.00	\$ 5,000.00	\$ 25,000.00	\$ 78,000.00
Publication Sales	\$ 4,000.00			\$ 1,000.00	\$ 5,000.00
Rental Income	\$ 15,000.00			\$ -	\$ 15,000.00
Total Income	\$ 64,000.00	\$ 33,500.00	\$ 11,500.00	\$ 38,500.00	\$ 147,500.00
Cost of Goods Sold					
Discount Fee	\$ 154.57	\$ -	\$ -	\$ -	\$ 154.57
Total COGS	\$ 154.57	\$ -	\$ -	\$ -	\$ 154.57
Gross Profit	\$ 63,845.43	\$ 33,500.00	\$ 11,500.00	\$ 38,500.00	\$ 147,345.43
Expense					
Advertising & Promotion	\$ 249.46	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,249.46
Air BnB Expenses	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Contract Labor	\$ 5,000.00	\$ 3,000.00	\$ -	\$ 21,200.00	\$ 29,200.00
Housing Expense	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Meeting Expense	\$ 100.00	\$ 500.00	\$ -	\$ 500.00	\$ 1,100.00
Office Expense	\$ 5,000.00				
Bank Service Charge	\$ 276.97	\$ -	\$ -	\$ -	\$ 276.97
Office Expense - Other	\$ 524.30	\$ -	\$ -	\$ -	\$ 524.30
Total Office Expense	\$ 5,801.27	\$ -	\$ -	\$ -	\$ 5,801.27
Personnel Expenses					
Director Salary	\$ 25,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00
Payroll Tax Expense	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
Worker's Comp Insurance	\$ 204.00	\$ -	\$ -	\$ -	\$ 204.00
Personnel Expenses - Other	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
Total Personnel Expenses	\$ 40,204.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 65,204.00
Professional Fees					
Accounting	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
Total Professional Fees	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
Program Support	\$ 97.49	\$ -	\$ -	\$ -	\$ 97.49
Rent Expense	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 6,000.00
Repairs & Maintenance	\$ 176.30	\$ -	\$ -	\$ -	\$ 176.30
Special Event Expense	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Stipends/Honorarium	\$ -	\$ -	\$ 2,000.00	\$ 1,500.00	\$ 3,500.00
Supplies	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 3,000.00	\$ 5,000.00
Travel Expenses	\$ -	\$ 12,000.00	\$ 2,000.00	\$ 1,500.00	\$ 15,500.00
Utilities	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
Volunteer/Fellow Stipends	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00
Total Expense	\$ 63,628.52	\$ 33,500.00	\$ 10,500.00	\$ 38,500.00	\$ 146,128.52
Net Ordinary Income	\$ 216.91	\$ -	\$ 1,000.00	\$ -	\$ 1,216.91
Other Income/Expense					
Other Income					
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Unknown Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expense					
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Past Due Payroll Taxes					
Penalties	\$ -	\$ -	\$ -	\$ -	\$ -
Total Past Due Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Unknown Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Net Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income	\$ 216.91	\$ -	\$ 1,000.00	\$ -	\$ 1,216.91

Island Institute
Balance Sheet
As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
FNBA Checking	43,504.67
FNBA Savings	2,475.72
PayPal	1,329.33
Petty Cash	-56.00
Total Checking/Savings	47,253.72
Total Current Assets	47,253.72
TOTAL ASSETS	47,253.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	300.11
Total Accounts Payable	300.11
Credit Cards	
Chase Credit Card 3006	2,193.60
Total Credit Cards	2,193.60
Other Current Liabilities	
Deferred Revenue	10,000.00
Payroll Tax Liabilities	7,640.51
Sales Tax Payable	147.36
Total Other Current Liabilities	17,787.87
Total Current Liabilities	20,281.58
Total Liabilities	20,281.58
Equity	
Unrestricted Net Assets	-6,194.22
Net Income	33,166.36
Total Equity	26,972.14
TOTAL LIABILITIES & EQUITY	47,253.72

Island Institute grants since August 2016:

■ = Received

■ = Pending

\$1,000 - \$5,000

Alaska State Council on the Arts Community Arts Development

City of Sitka

Alaska Humanities Forum Mini-grant

\$5,000-\$20,000

Alaska State Council on the Arts Project Grant

Harper Arts Touring Fund

Charlotte Martin Foundation

Alaska Community Foundation

Juneau Community Foundation

\$20,000-\$50,000

New Pathways Alaska

National Endowment on the Arts Art Works Grant (FY 17)

National Endowment on the Arts Art Works Grant (FY 18)

Compton Foundation

Surdna Foundation

\$50,000+

National Endowment on the Humanities Community Conversations Grant

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:

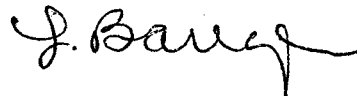
This letter is in response to your request for a copy of the determination letter for the above named organization.

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

Organization Name: Island Institute

CBS Liabilities Form

- Property Tax



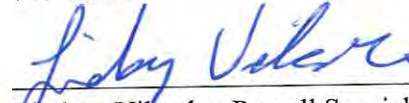
Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



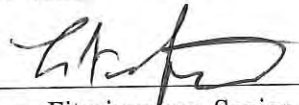
Hillary Nutting, Accounting Clerk
747-1840

- Municipal Leases



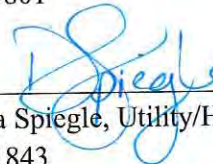
Lindsey Vilandre, Payroll Specialist
747-1825

- 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 Community Land Trust

Alaska State Business License Number (if applicable): 928116

Name of Contact Person: Mim McConnell

Phone: 738-2888 Email: sitkaclt@gmail.com

Mailing address: PO Box 6461, 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: \$10,000

Match Dollars Committed: \$10,000 Percentage: 100%

Sources of Matched Dollars: Wells Fargo, First Bank, Northrim Bank, Venneberg Insurance

Brief Description of the Purpose of the Grant: _____

Building and selling 7 affordable houses

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

Name: Mim McConnell

Title: Executive Director

Date: 8/23/17

City and Borough of Sitka
General Fund Grants For Non-profit Organizations

Applicant: Sitka Community Land Trust

Detailed project description overview (one page only) – total pts 10

☐ *What grant category are you applying for (you may choose only annual or special emergency grant, and only one category under annual grants)?*

Community Development

☐ *What will be done with these funds?*

Provide a partial match for the Catholic Campaign for Human Development (CCHD) grant that was awarded July 1, 2017. The CCHD (and CBS) funds will be used for SCLT operations which include

- Raise matching funds for two part time salaries (Executive Director and Project Manager)
- Organization Development
 - Strengthen board through diverse membership
 - Enlist three new board members, with one that is low-income
 - Raise funds
 - \$36,000+ for operating and staff expenses
- Select homebuyers for new properties
- Implement homeownership support and education program
- Build 3 Halibut Point Cottages
- Contract with a developer
- Sell parking lot
- Hire consultant for developing a fundraising strategy
- Hold board development training with Foraker
- Resolve environmental contamination and associated issues
- Executive Director and Board member to attend annual Grounded Solutions Network Conference in October 9-13, 2017 in Oakland, CA

☐ *Who will do it?*

Mim McConnell, Executive Director and Randy Hughey, Project Manager

☐ *Who will be served?*

The community of Sitka will be served, with low to moderate-income residents being the primary target of SCLT services.

☐ *When will this service be provided?*

July 1, 2017-June 30, 2018

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

- 2012, one for \$1,776.08
- 2014, two grants, \$2,667 and \$7,500
- 2015, one for \$3,300

Expected Outcomes (one page only) – total pts 10

☐ *How will the project be measured as successful?*

- 7 homes will be built on uncontaminated soil and sold at the Halibut Point Cottages property
- Part time salaries for the two employees will be fully paid

- The board of directors will have three low-income members and will have undergone board training
- A fundraising strategy will be in place
- Homeownership support and education programs will be identified
- Parking lot will be sold to Pet's Choice
- Two people will attend the annual industry conference

☐ *What will the tangible community benefit be?*

Seven households who are now renting will be homeowners, building equity, and paying property taxes.

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

- Plat showing 7 lots will be recorded: Fall, 2017.
- Dirt work will be completed with clean fill on top: Fall, 2017.
- Contractor will be hired: Fall, 2017.
- Foraker class will be completed: Fall, 2017.
- Parking lot will be sold Fall: 2017.

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

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

Creating affordable housing is a vital part of community development in Sitka.

☐ *What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?*

The work being done on the Sitka Comprehensive Plan is the most recent documentation of the need for affordable housing.

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

The CCHD grant requires a 100% match. The grant amount is \$43,500.

Organizational Capacity (one page only) – total pts 10

☐ *Track record (this or similar project delivery and management)*

The SCLT has received and successfully administered grants from various organizations, besides CBS, including the Rasmuson Foundation (3), the Sitka Charitable Trust (1), Alaska Community Foundation (1, with one recently awarded), National Community Land Trust Network (1) and Wells Fargo (2).

☐ *Community Support*

The public has been showing its support by donating funds, attending open house events, favorably commenting on Facebook posts, inquiring about the program at events, at the AHFC HomeChoice classes, submitting applications, and calling for more information.

☐ *Board Attendance*

SCLT has a 9-member board but the largest it has been in 2017 is 7 members. Average attendance over 9 meetings in 2017 is 65%. Two of the meetings have had 100% attendance.

☐ *List of Board Members and Officers*

Doug Osborne, Acting President	James Poulson
Lillian Owens, Treasurer	Erin Matthes
Josh Houston, Secretary	Blossom Twitchell

Budget – total pts 10

- ☐ Statement of assets, revenues, and expenditures for previous year. *See attached*
☐ Detailed budget for current year, including funds for this project. *See attached*
☐ Include itemized list of grants received or pending for prior and current years.

Year	Funder	Grant Amt
2017		
	Catholic Campaign for Human Development (CCHD)	43,500
	Wells Fargo	3,000
	ACF	2,750
2016		
	Rasmuson Foundation	234,000
	Sitka Charitable Trust	1,875
	Wells Fargo	7,000
2015		
	Alaska Community Foundation	7,400
	City and Borough of Sitka	3,300
	Rasmuson Foundation	21,000
2014		
	City and Borough of Sitka	2,667
	City and Borough of Sitka	7,500
	Rasmuson Foundation	20,500
2013		
	National Community Land Trust Network	5,000
2012		
	City and Borough of Sitka	1,776

Required Documentation – total pts 10

- ☐ Copy of nonprofit documentation such as IRS 501c3 designation. *See attached*
☐ Current State of Alaska nonprofit organization business license. *See attached*
☐ CBS Liabilities Form *See attached*

Please submit **one original** and **one electronic copy** of your application, including summary sheet, fastened by clip or staple. Type the application using size 10-12 font. *Submit only material requested.*

1:52 PM

01/30/17

Accrual Basis

Sitka Community Land Trust

Balance Sheet

As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 - Northrim Checking	8,726.69
1100 - Northrim Savings	100.10
Total Checking/Savings	8,826.79
Total Current Assets	8,826.79
Fixed Assets	
1306 Halibut Point Road	324,200.00
Total Fixed Assets	324,200.00
Other Assets	
Due from Kelly Pellett	78,100.00
Total Other Assets	78,100.00
TOTAL ASSETS	411,126.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	203.21
Total Accounts Payable	203.21
Other Current Liabilities	
2400 - Payroll Liabilities	
941 FICA/FWT	236.00
SUI	63.50
Total 2400 - Payroll Liabilities	299.50
Total Other Current Liabilities	299.50
Total Current Liabilities	502.71
Total Liabilities	502.71
Equity	
Unrestricted Net Assets	87,308.28
Net Income	323,315.80
Total Equity	410,624.08
TOTAL LIABILITIES & EQUITY	411,126.79

Sitka Community Land Trust

Income Statement

January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
4000 · Grant Income	12,075.00
4100 · Donation Income	
Board Donations	1,325.00
Donation of Land (non-cash)	324,200.00
Over \$500	9,500.00
4100 · Donation Income - Other	1,550.00
Total 4100 · Donation Income	336,575.00
4300 · Application Fee	25.00
Total Income	348,675.00
Expense	
100 · PERSONNEL EXPENSE	
110 · Payroll Tax Expense	1,120.80
120 · Director Salary	12,000.00
140 · Worker's Comp Insurance	-133.00
Total 100 · PERSONNEL EXPENSE	12,987.80
200 · TRAVEL	
220 · Board/Staff Training	1,056.00
200 · TRAVEL - Other	441.10
Total 200 · TRAVEL	1,497.10
300 · FACILITY EXPENSE	
310 · Office Rent	150.00
Total 300 · FACILITY EXPENSE	150.00
400 · SUPPLIES	
410 · Office	
Credit Card Discount Fee	5.98
411 · Postage, Shipping & PO Box Rent	192.46
410 · Office - Other	193.63
Total 410 · Office	392.07
400 · SUPPLIES - Other	41.85
Total 400 · SUPPLIES	433.92
600 · OTHER EXPENSE	
610 · Advertising/Printing	573.75
620 · Insurance	
625 · D&O	1,000.00
626 · Liability	810.00
Total 620 · Insurance	1,810.00
650 · Dues & Memberships	400.00
660 · Legal & Professional Services	
665 · Accounting	2,052.59
667 · Professional Fees	72,613.47
660 · Legal & Professional Services - Other	187.50
Total 660 · Legal & Professional Services	74,853.56
670 · Special Projects	88.17
690 · Taxes, Licenses & Permits	140.00
Total 600 · OTHER EXPENSE	77,865.48
Total Expense	92,934.30

Sitka Community Land Trust
Income Statement
January through December 2016

	Jan - Dec 16
Net Ordinary Income	255,740.70
Other Income/Expense	
Other Income	
Interest Income	0.10
Total Other Income	0.10
Net Other Income	0.10
Net Income	255,740.80

	GF 2017	2017 revised	2017 Actual (7/2017)	2018	2019
Ordinary Income/Expense					
Income					
Carry over from previous year				4,350.00	67,700.00
4000 • Grant Income	8,000.00	34,500.00		53,500.00	55,000.00
4100 • Donation Income					
4101 • Board Donations	900.00	900.00	355.00	900.00	900.00
4103 • Over \$500	10,000.00	10,000.00	7,500.00	10,000.00	24,000.00
4100 • Donation Income - Other	5,000.00	4,000.00	262.50	5,000.00	5,000.00
Total 4100 • Donation Income	15,900.00	14,900.00	8,117.50	15,900.00	29,900.00
4200 • Application Fee	200.00	200.00		300.00	400.00
4600 • Developer's Fee	36,000.00			75,000.00	45,000.00
4700 • Lease Fee	600.00	600.00		2,400.00	7,800.00
4800 • Maintenance Fee (asset)	300.00	300.00		1,200.00	3,900.00
Rental Income				2,000.00	12,000.00
Total Income	61,000.00	50,500.00	8,117.50	148,300.00	142,000.00
Expense					
5000 • PERSONNEL EXPENSE					
5005 • Director Salary	8,500.00	16,500.00	7,000.00	18,000.00	20,000.00
5010 • Payroll Tax Expense	5,400.00	5,400.00	648.20	8,000.00	8,000.00
5040 • Worker's Comp Insurance	600.00	600.00	208.00	550.00	700.00
Property Development Manager		13,500.00		27,000.00	30,000.00
Stewardship Coordinator Salary				9,600.00	12,000.00
Total 5000 • PERSONNEL EXPENSE	14,500.00	36,000.00	7,856.20	63,150.00	70,700.00
5200 • TRAVEL					
5220 • Board/Staff Training	2,000.00	2,000.00	-200.00	3,000.00	3,000.00
5200 • Travel - Other			41.98		
Total 200 • TRAVEL	2,000.00	2,000.00	-158.02	3,000.00	3,000.00
5410 • OFFICE					
5415 • Credit Card Discount Fee			12.40		
5420 • Postage, Shipping & PO Box Rent	160.00	160.00	166.00	170.00	180.00
5425 • Bank Fees			29.00		
5410 • Office - Other	340.00	340.00		130.00	135.00
Total 5410 • OFFICE	500.00	500.00	207.40	300.00	315.00

Mim McConnell:
CBS: \$3,000
First Bank: \$5,000

Mim McConnell:
CBS: \$10,000
CCHD: \$21,750 -
not received yet
ACF: \$2,750

Mim McConnell:
CBS: \$10,000
CCHD: \$43,500

Mim McConnell:
CBS: \$10,000
CCHD: \$45,000

Mim McConnell:
5 homes built in
2018

Mim McConnell:
3 homes built on
adjacent lots on
HPR

Mim McConnell:
2 house sales

	GF 2017	2017 revised	2017 Actual (7/2017)	2018	2019
5600 · ADVERTISING & PROMOTION					
5615 · Web Site Maintenance	100.00	100.00	18.95	100.00	100.00
5600 · Advertising & Promotion - Other	500.00	500.00	65.10	600.00	700.00
Total 5600 · ADVERTISING & PROMOTION	500.00	500.00	84.05	600.00	700.00
5620 · INSURANCE					
5621 · Liability	810.00	810.00		810.00	810.00
5625 · D&O	1,000.00	1,000.00	1,100.00	1,000.00	1,000.00
5620 · Insurance - Other			555.00		
Total 5620 · INSURANCE	1,810.00	1,810.00	1,655.00	1,810.00	1,810.00
5650 · DUES & MEMBERSHIPS	2,500.00	2,500.00	100.00	2,500.00	2,500.00
5660 · LEGAL & PROFESSIONAL SERVICES					
5665 · Accounting	2,200.00	2,200.00	7,700.00	7,700.00	7,700.00
5666 · Legal	500.00	500.00		700.00	1,000.00
5667 · Legal & Professional Services - Other			612.50	700.00	700.00
Total 5660 · LEGAL & PROFESSIONAL SERVICES	2,700.00	2,700.00	8,312.50	9,100.00	9,400.00
5690 · TAXES, LICENSES & PERMITS	140.00	140.00		140.00	140.00
Total Expense	24,650.00	46,150.00	18,057.13	80,600.00	88,565.00
Net Ordinary Income	36,350.00	4,350.00	-9,939.63	67,700.00	53,435.00
Other Income/Expense					
Other Income					
Interest Income			0.01		
Net Other Income	0.00	0.00	0.01	0.00	0.00
Net Income	36,350.00	4,350.00	-9,939.62	67,700.00	53,435.00

In-Kind Donations (i.e. land)

325,000.00

466,300.00

Mim McConnell:
Homekeeper
software: \$2,200
Association fees:
\$300

Mim McConnell:
audit and Form
990: \$5,500
bookkeeping:
\$2,200

Mim McConnell:
1306 HPR land

Mim McConnell:
Future donations of
CBS land Lot 1410:
\$225,400 + Lot
1414: \$240,900

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

DEPARTMENT OF THE TREASURY

Date:

AUG 04 2008

SITKA COMMUNITY DEVELOPMENT
CORPORATION
C/O TAMBI CALVERT
PO BOX 6461
SITKA, AK 99835-0000

Employer Identification Number:

DLN:

Contact Person:

L. WAYNE BOTHE

ID# 31462

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990 Required:

Yes

Effective Date of Exemption:

October 26, 2006

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2010

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

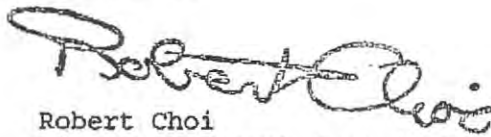
Letter 1045 (DO/CG)

-2-

SITKA COMMUNITY DEVELOPMENT

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" written in a larger, more prominent script than the last name "Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒ 7-12-07
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☒ 7-12-07
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

6 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☒

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization


(Signature of Officer, Director, Trustee, or other authorized official)

Linda Brandt


(Type or print name of signer)

President

(Type or print title or authority of signer)

7-12-2007
(Date)

For IRS Use Only


IRS Director, Exempt Organizations

AUG 04 2008
(Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐

(i) (a) Enter 2% of line 8, column (e) on Part IX-A, Statement of Revenues and Expenses. _____

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box. ☐

(b) For each year amounts are included on line 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A, Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐

- 7 Did you receive any unusual grants during any of the years shown on Part IX-A, Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ Yes ☒ No

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 COMMUNITY DEVELOPMENT CORPORATION

PO BOX 6461 SITKA AK 99835

owned by

SITKA COMMUNITY DEVELOPMENT CORPORATION

is licensed by the department to conduct business for the period

October 09, 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.

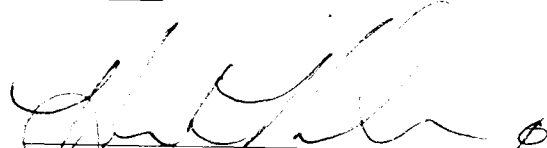
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Chris Hladick


Organization Name: Siika Community Land Trust

CBS Liabilities Form

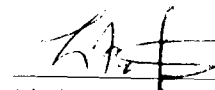
- Property Tax


Hannah Nelson, Tax Accountant
747-1853

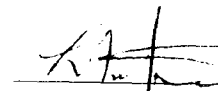
- Sales Tax

 NOACCT ✓
Hillary Nutting, Accounting Clerk
747-1840

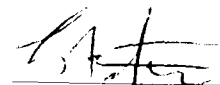
- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spigle, 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 2018 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: \$7,000

Match Dollars Committed: \$353,325 in Capital Grant Funding
\$73,518 in Operational Funding
\$426,843

Percentage: **1.6% matching funding from CBS**
(\$7,000/\$426,843)

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 1, 2017

Detailed project description overview – Total pts 10

• **What grant category are you applying for?** Community Development – Sitka Trail system maintenance and development and on-going work on City trails program 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 2018 \$7,000 grant made to STW from the CBS Non-Profit Grants fund will be applied to meet the 2017 STW \$73,518 annual budget for operational expenses. The grant will allow STW to continue working to create CBS projects in the Sitka Trail Plan and will pay for approximately 10% of the budgeted annual operating expenses (\$73,518). The money will be used for employee expenses for the office staff (Executive Director and Assistant) for our fund-raising for other grants which directly support the maintenance and development of CBS trails. 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. (2017 Annual Goals are attached).

All grant application preparation time is paid for by the operating budget. The Recreational Trails program grant for 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 for STW to successfully demonstrate local support and to subsidize the cost of preparing grant applications for new capital funds. The CBS non-profit grant supported staff time to prepare the application to the Federal Lands Access Program which resulted in a \$1.8 million Cross Trail Phase 6 award to the City. The City will recoup \$45,000 from this grant. Additionally, this support was key to STW successful Rasmuson Tier One grant for replacement of office equipment and computers. No staff time was paid for in this \$9,770 grant's preparation. Another example of projects paid from the operations budget is the expense related to the 2017 Volunteer Trail Maintenance Event on the City's Thimbleberry-Heart Lake Trail. All project work was completed by STW staff and volunteers.

• **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, 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

88,944.00

88,994.00

Expected Outcomes – total pts. 10**• How will the project be measured as successful?**

Community members have participated in public process to determine the alignment for the Phase 6 Cross Trail late last year. Community members participate in trail maintenance activities. 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, with STW assistance, completed all agreements with Western Federal Lands for \$250,000 in design funds for Phase 6 of the Cross trail. A contract has been awarded by STW for design. NEPA, via STW management, is underway and STW will complete Army Corps permits for the project for CBS. Corps permits for the Cross Trail were formerly completed by the CBS Parks and Recreation Manager.
- 1.8 million in construction dollars was awarded to the City for the CrossTrail Phase 6 through the FLAP program, via an application written by STW Executive Director.
- A Tier 2 Rasmuson Letter of Inquiry will be submitted for the 9.03% match (\$189,000) for Phase 6 Federal Lands Access Program 1.8 million grant.
- A Recreation Trails Program (RTP) grant for \$51,000 was applied for and received for Mosquito Cove Phase II repair work completed in August 2017. This fall another RTP proposal will be submitted for repairs to the State Parks' Sea Lion Cove trail.
- A Rasmuson Technology grant for \$9,770 was awarded to upgrade Sitka Trail Works equipment and technology so we may better serve the community and our membership.
- A Forest Service RAC grant for \$70,000 was awarded for repairs to Indian River Trail.

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. Sitka trails are low-maintenance and high-use recreation infrastructure that make Sitka a good place to live, work and play. They are good for business, the economy and for life. Sitka Trail Works helps our community to grow and develop by creating trails which attract a talented work force and visitors and help sustain a healthy economy. Sitka recreational infrastructure including trails result in improved quality of life and outdoor recreation, values listed in Economic as the primary reasons that residents choose to live in Southeast Alaska. The Sitka Trail Plan, 2011 Sustainable Outdoor Recreation Plan and 2017 CBS Comprehensive Plan support trails.

- **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 results of the CBS 2017 Comprehensive Plan public process, which will be incorporated into the plan revision, revealed support for trail maintenance and construction and even more specifically, for Sitka Trail Works' trail expansion. Southeast Conference's "Southeast Alaska by the Numbers, 2015" ranked "quality of life and recreational opportunities" as the region's top benefits which attract and maintain businesses and residents.

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 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 that has resulted in 1.8 million dollars in FY 2019 Phase 6 construction funding for the Cross Trail from the Federal Lands Access Program (FLAP) for which STW wrote the grant proposal. 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 nineteen trail projects in twenty years:

Thimbleberry-Heart Lake, Herring Cove, Sea Lion Cove, Path of Hope, Baranof Lake Trail, Sitka Cross Trail Phase I through V, new Indian River Trail access, Fort Rousseau Causeway State Historical Park and more recently, the 2016/17 maintenance and repairs to Mosquito Cove, 2015 Trail Storm damage repairs, Indian River maintenance (2018). STW collaborated and supported CBS on all 3 Phases of the Sawmill Creek Pathway improvements, including successful lobbying for supplemental legislative funding.

• Community Support

Sitka Trail Works is very widely supported in the community. During 2016 Sitka Trail Works has received \$33,531 in donations from over 210-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 \$6,890 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 (CBS Municipal Attorney)
Vice President Don MacKinnon (CBS Information Technology)
Secretary Gio Villanueva (SEARHC Physical Therapy)
Treasurer Roslyn MacKinnon (Samson Tug and Barge, CFO)
Mary-Alice Henry (Mt. Edgecumbe High School Accountant)
Jeff Arndt (Licensed Psychologist and Counselor)
Nicole Duclos (Instructional Designer, AK. Native Tribal Health Consortium)
Dane McFadden (Sitka Sound Science Center)
Deanna Bennett (Sitka Community Hospital)



Completion of Phase 6 of the Sitka Cross trail in 2019 will extend this popular non-motorized multiuse pathway from Kramer Drive to the Old Sitka Boat Launch parking lot. The pathway will support 4-wheelers and light trucks, in the event of a tsunami or other emergency. This 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 2017), Operating Budget + 2017 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.

2:12 PM

07/18/17

Accrual Basis

Sitka Trail Works, Inc.
Statement of Assets
As of December 31, 2016

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	181,518.01
Accounts Receivable	34,796.10
Other Current Assets	8,998.00
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Total Current Assets	225,312.11
Fixed Assets	1,042.71
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TOTAL ASSETS	226,354.82
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

Sitka Trail Works, Inc.
Statement of Financial Income and Expense

Accrual Basis

January 1 through December 31, 2016

	TOTAL
Ordinary Income/Expense	
Income	
4000 · Contributions & Donations (header)	
4031 · Pet Contributions	250.00
4010 · Corporate/BusinessContributions	4,475.00
4020 · Private Foundation	53.63
4030 · Individual Contributions	26,887.00
4040 · Board	1,865.00
Total 4000 · Contributions & Donations (header)	33,530.63
4100 · Grants	
4110 · Federal	-224.12
4120 · State	24,018.71
4130 · Municipal (FLAP Reimbursement)	102,626.72
4140 · CBS Nonprofit Organiz Grant	7,429.00
Total 4100 · Grants	133,850.31
4200 · Earned Income (header)	
4210 · Fees and Program Service	
4214 · Trail Maintenance	40,940.00
4213 · Equipment Rental	2,110.00
5007 · Program Service (990 (line 2 & 93g))	0.00
Total 4210 · Fees and Program Service	43,050.00
4220 · Sales	
4223 · Promotional & Educational	6,890.00
Total 4220 · Sales	6,890.00
Total 4200 · Earned Income (header)	49,940.00
4900 · Other Income	
4910 · Interest and dividends	600.42
Total 4900 · Other Income	600.42
Total Income	217,921.36
Gross Profit	217,921.36
Expense	
5000 · Personnel	
5011 · Salaries & Wages	
5012 · Office staff	65,852.50
5013 · Trail crew/other	9,679.82
Total 5011 · Salaries & Wages	75,532.32
5100 · Payroll Taxes	
5101 · FICA	4,958.92
5102 · FICAMED	1,159.76
5103 · AK-ESC	2,100.40
Total 5100 · Payroll Taxes	8,219.08
5200 · Fringe Benefits	
5210 · Health Insurance	4,450.00
5221 · Workers Compensation	8,236.28
Total 5200 · Fringe Benefits	12,686.28
Total 5000 · Personnel	96,437.68

Sitka Trail Works, Inc.

Statement of Financial Income and Expense

Accrual Basis

January 1 through December 31, 2016

	TOTAL
6000 · Contractual/Consulting	
6070 · Managed IT Support (Information Technology Support)	65.00
6035 · USFS Agreement	8,618.87
6010 · Accounting & Audit	1,238.38
6030 · Envir/Survey	66,394.50
6050 · Fundraising	250.00
Total 6000 · Contractual/Consulting	76,566.75
6100 · Travel	
6120 · Training & Conferences	443.86
6130 · Meetings, Meals, Retreats	807.12
Total 6100 · Travel	1,250.98
6200 · Occupancy	
6230 · Communications	1,401.95
Total 6200 · Occupancy	1,401.95
6300 · Vehicles & Local Transportation	
6345 · Vehicle Registration (Vehicle registration/tags - DMV)	25.00
6310 · Vehicle lease	3,250.00
6320 · Gas & Oil	169.70
6330 · Vehicle Repairs and Maintenance	146.92
6340 · Vehicle Insurance	324.00
Total 6300 · Vehicles & Local Transportation	3,915.62
6500 · Supplies	
6525 · Advertising	783.20
6515 · Technology (Software, Hardware, Internet)	416.30
6510 · Office Supplies	1,212.25
6520 · Ed/Promo Program supplies	255.26
6530 · Printing	1,603.95
6540 · Postage	567.19
6550 · Trail Program Supplies	
6551 · Tools & Equipment	1,378.35
6552 · Freight/shipping	68.39
6553 · Fuel/oil	53.21
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew supplie, food, safety)	1,873.74
6556 · Other trail project expenses	0.00
Total 6550 · Trail Program Supplies	3,373.69
6500 · Supplies - Other	17.94
Total 6500 · Supplies	8,229.78
6600 · Equipment lease and repair	
6615 · Construction Equip Lease (Hourly, daily or weekly rates)	16,058.70
Total 6600 · Equipment lease and repair	16,058.70
66900 · Reconciliation Discrepancies	-2,386.46
6700 · Insurance/Other	
6760 · Sales tax (City sales tax)	0.30
6720 · Insurance	2,952.47
6730 · Dues/Subscriptions/Fees/Permits	
6731 · Banking Fees	1,878.13
6730 · Dues/Subscriptions/Fees/Permits - Other	1,252.01
Total 6730 · Dues/Subscriptions/Fees/Permits	3,130.14
Total 6700 · Insurance/Other	6,082.91
Total Expense	207,557.91
Net Ordinary Income	10,363.45

Sitka Trail Works, Inc.
Statement of Financial Income and Expense

Accrual Basis

January 1 through December 31, 2016

	TOTAL
Other Income/Expense	
Other Income	
8290 · Management Fee CBS/FLAP (5% per CBS LOA for the FLAP)	4,552.07
6793 · Indirect Program Allocation (Fee for services)	-155.22
8300 · Administrative Recovery	
8310 · Program admin allocations	826.10
8300 · Administrative Recovery - Other	834.85
Total 8300 · Administrative Recovery	1,660.95
Total Other Income	6,057.80
Other Expense	
9075 · Management Fee expense CBS/FLAP (5% Project Management fee per LOA with CBS)	4,552.07
9111 · Indirect Program Allocation Fee (Fee for services MOA/CBS)	-155.22
9100 · Administrative allocation	1,660.95
Total Other Expense	6,057.80
Net Other Income	0.00
Net Income	10,363.45

SITKA TRAIL WORKS FY 2017 BUDGET

				2017 BUDGET				
Income								
4000 · Contributions & Donations								
		4010 · Corp/Bus Contr		\$4,475				
		4020 · Private Foundation		\$1,850				
		4030 · Individual Contributions		\$30,000				
		Benches		\$5,000				
		4031 - Pet Contributions		\$250				
		4040 · Board		\$2,700				
Total 4000 · Contribs & Dons				\$44,275				
4100 · Grants								
		4140 · CBS Nonprofit Organiz Grant		\$7,000				
Total 4100 · Grants				\$7,000				
4200 · Earned Income								
		4210 · Fees / Program Service						
		4213 · Equipment Rental		\$1,000				
Total 4210 · Fees & Prog Serv				\$1,000				
		4220 · Sales						
		4223 · Allen Marine Hikes		\$7,000				
		4225 · Firewood/Trail Materials		\$0				
Total 4220 · Sales				\$7,000				
4230 · Membership								
		4231 · Households		No longer separated				
		4232 · Business Dues		See Contributions				
Total 4230 · Membership				\$0				
		4240 · Special Event		\$0				
Total 4200 · Earned Income				\$8,000				
4900 · Other Income								
		4910 · Interest and dividends		\$550				
(G/L# 8290, 6793, 8300)		4915 · Administrative Recovery		\$5,000				
Total 4900 · Other Income				\$5,550				
4990 · Uncategorized Income (Savings)				\$8,693				
Total Income				\$73,518				

SITKA TRAIL WORKS FY 2017 BUDGET

					2017 BUDGET				
Expense									
5000 · Personnel									
			Total 5012 · Salaries & Wages - Office Staff		\$43,683				
			5100 · Payroll Taxes						
			Total 5100 · Payroll Taxes		\$5,021				
			Total 5200 · Fringe Benefits		\$4,424				
Total 5000 · Personnel					\$53,128				
6000 · Non-Personnel Expenses									
			Total 6000 · Contractual/Consulting		\$7,200				
			Total 6100 · Travel/Training		\$1,600				
			Total 6200 · Occupancy		\$1,400				
			Total 6300 · Vehicles & Local Transportation		\$3,600				
			Total 6500 · Supplies		\$3,900				
			Total 6600 · Equipment lease and repair		\$0				
			Total 6700 · Other (6715,6710,6720,6730) + 66900		\$2,690				
Total 6000 · Non-Personnel Expenses					\$20,390				
Total Expense					\$ 73,518				
Net Income (Loss)					\$ -				
2017 budget calls for utilizing \$8,693 from the current \$174,000 cash position									
Approval of the 2017 Budget includes 3/4 time ED @ \$27/hr + Health and Retirement Contribution.									
1/2 time Administrative Assistant @ \$19									

2016 SOURCES OF MATCHED DOLLARS DETAIL - "BANG FOR THE BUCK CALCULATIONS" - For Sitka Trail Works, Inc.				
HOW \$7428 from CBS LEVERAGES \$311,835 IN CAPITAL FUNDING AND \$73,518 IN ADMINISTRATIVE FUNDING				
CAPITAL PROJECT MATCH				
Purpose	Source Agency and % Match Requirement	Grant Funding (New money to Sitka for project funding, 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	\$ 2,250	\$ 12,020
Recreational Trails Program for Herring Cove Storm Damage 2017	State of AK 14.5%	\$ 43,937	\$ 7,466	\$ 49,815
Federal Lands Access Program to CBS for Cross Trail Phase 6 Planning and Design.	WFL-DOT 9.03%	\$ 227,425	\$ 22,575	\$ 250,000
Total				\$ 311,835
City and Borough of Sitka 2017 General Fund Donation to Sitka Trail Works of \$7,428		\$311,835 / \$7,428	42 to 1 Benefit to Cost ratio. For every \$1 CBS donates, CBS leverages \$42 in trail construction and maintenance revenues.	
NON PROFIT ORGANIZATION MATCH				
Purpose 2017 Budget	Source Agency	Funding raised by STW from hikes, donations, etc.	Match provided by CBS General Fund Nonprofit Organization Fund	STW 2017 Administrative Budget (TOTAL)
To continue Sitka Trail Works as a model non-profit organization through Board support, community outreach and supportive partnership and to complete the 2017 Annual Objectives list to create, maintain and promote the Sitka Trail system.	City and Borough of Sitka	\$47,973	\$7,428	\$73,518
City and Borough of Sitka 2017 General Fund Donation to Sitka Trail Works of \$7,428		\$73,518 / \$7,428	10 to 1 Benefit to Cost ratio. For every \$1 CBS donates, CBS leverages \$10 in support for the the STW Non Profit Corporation.	

SITKA TRAIL WORKS 2017 GOALS AND OBJECTIVES

	CREATE
	Extend the 2003 Trail Plan through 2022
	MOU agreement document signed with partners
	Cross Trail Phase VI Kramer to Ferry Terminal
	Design Phase - Works with CBS and USFS on FLAP Grant
	Submit Letter of Inquiry to Rasmuson for the match grant
	MAINTAIN
	Mosquito Cove Trail Repair - RTP grant Phase II
	Support funding Indian River Trail maintenance through the RAC
	Apply for 2018 RTP Grant for Sea Lion Cove
	2016 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 3rd
Resources: Human and Financial (quantity)	
	Focus of Goal: FUNDING
	Apply to CBS Non Profit Grants Program for \$10,000 Operational Support
	Raise \$44,275 in local donations for operations; sale of 1 benches
	Earn revenue through Bench sales
	2017 Boost revenue through Pick, Click & Give and Amazon Smile
	Focus of Goal: HUMAN
	Increase membership to 250 (213 in 2016)
	Determine strategies to increase membership & attendance to the Annual Meeting
	1st Aid and CPR training for Board and staff
Internal Capacity (quality)	
	Foraker training for new Board members
	Focus of Goal: OPERATIONS
	File 2016 IRS 990 for STW
	Submit timely, accurate grant reports
	Focus of Goal: BOARD
	Lead 11 hikes (three off-island) 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 in 2018
	Attend 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
	Explore different Partnership opportunities: Sitka Summer Music Festival for "Music on the Trail"; Hames Center
	Schedule Board Meetings with new Assembly Members in March
	Focus of Goal: MARKETING/COMMUNICATION
	Publish Fall/Spring Newsletters
	Explore ways of engaging younger Sitkans
	Increase visibility of STW in Community
	Maintain high visibility on Mail Chimp and FACEBOOK (941 Friends on FB)
	Increase advertising and PSA's
	Explore other outreach: Raven Promo, Health Fair, Movie theater ad, SEARHC promo, Banff film fest
	Explore promotion through "Added Value to the Trails": music, nature interpretation, science,
	Give Presentations to Rotary, Chamber
	Develop printed materials that explain who & what STW, including fund raising card for hike leaders
	Communicate economic benefits in public forums

Itemized list of grants received for prior and current years.

Current grants secured by Sitka Trail Works:

\$51,000 2017 Rec. Trails Program grant for Phase II State Parks Mosquito Cove Trail repairs
\$12,020 Rasmuson Tier One Technology Grant
\$250,000 in 2014 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.
\$1,800,000 2016 FLAP Phase 6 Cross Trail construction grant awarded 11/2016

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). 2008 Award 2008 & 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 and US Forest Service
\$67,000 USFS RAC funding for Cross Trail demolition of old boardwalk, steps, etc.
\$49,815 2016 Recreational Trails Program grant for State Parks Mosquito Cove Trail repairs
\$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 Land and Water Conservation Grant 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:

\$84,000 local match STW coordinated a successful effort to leverage an additional \$800,000 for the Sitka Cross Trail, Planning, Design Right of Way acquisition and Construction.
\$12,000 STW 2013 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)

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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)

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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.

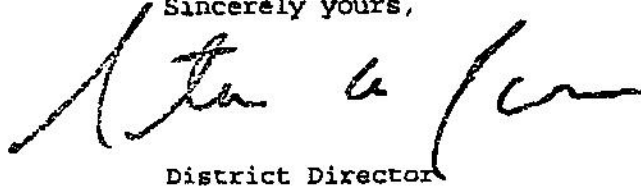
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal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

License #: CONS28876
Effective: 03/07/2016
Expires: 12/31/2017

STATE OF ALASKA

Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

Regulation of Construction Contractors and Home Inspectors

Licensee: **SITKA TRAIL WORKS, INC.**

License Type: **Specialty Contractor**

Status: **Active**

Doing Business As: **SITKA TRAIL WORKS, INC.**

Commissioner: 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

October 14, 2016 through December 31, 2018

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

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 14, 2016 through December 31, 2018

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

Organization Name: Sitka Trail Works

CBS Liabilities Form

- Property Tax



Hannah Nelson, Tax Accountant

747-1853

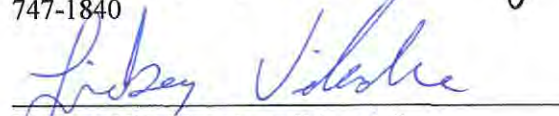
- Sales Tax



Hillary Nutting, Accounting Clerk

747-1840

- Municipal Leases



Lindsey Vilandre, Payroll Specialist

747-1825

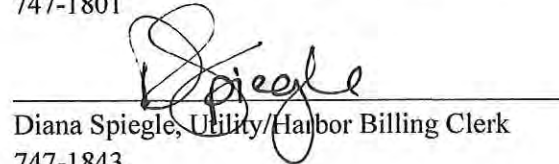
- Loan/Promissory Note



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.