

COMMUNITY FUNDING GRANT APPLICATION POLICY

Municipality of Skagway



GENERAL GUIDELINES

1. A maximum of three percent (3%) of General Fund expenditures in the annual municipal budget may be allocated for Community Funding Grants. The source of this funding shall be a transfer from the Sales Tax Fund, and shall be in accordance with SMC 4.08.070(A)(5) Limitations of use of tax proceeds.
2. No grantee shall receive more than ten percent (10%) of the total funds allocated each fiscal year for Community Funding Grants. Municipal funds or in-kind donations from the Municipality cannot be included in the organization's matching funds.
3. No entity shall be granted award for more than two applications.
4. Grant funding requests larger than \$5,000 shall not exceed fifty percent (50%) of the project/program cost. For example, if the total project requires \$20,000 of funding, the Municipality shall only grant up to \$10,000.
5. Grant funding requests smaller than \$5,000 shall only be subject to APPLICANT ELIGIBILITY #4 and #5, and APPLICANT INELIGIBILITY #6, and INELIGIBLE PROJECTS AND EXPENDITURES.
6. ***Grantees must submit a report at the end of the fiscal year, due no later than January 31 of the following year, detailing the use of the grand funding. Any funds distributed to the recipient that remain at the end of the fiscal year must be returned to the Municipality of Skagway.***

APPLICANT ELIGIBILITY

To be eligible for a municipal grant, applicants must:

1. Be a not-for-profit or non-profit incorporated organization or a registered charitable organization that has been in operation for a minimum of one year;
2. Be governed by a community-based volunteer Board of Directors;
3. Agree to be subject to review and audit by the Municipality of Skagway. Such audits could result in a request for reimbursement.
4. Extend services to the general public of the Skagway Borough;
5. Demonstrate fiscal responsibility and sustainability.
6. Agree to comply with all federal, state and municipal laws to use the funds in a manner that is not discriminatory.

APPLICANT INELIGIBILITY

The following entities are not eligible for Community Grant Funding:

1. Individuals;
2. For-profit organizations;

APPLICANT INELIGIBILITY (Continued)

3. Local, state, federal or tribal government entities;
4. Entities with political affiliations;
5. Entities that intend to use this funding to provide grant funds to others;
6. Entities whose activities or outcomes are inconsistent with the Municipality of Skagway values or goals, as determined by the Finance Committee.

REQUIRED DOCUMENTATION

Applicants must provide the following with their application to be considered for award:

1. Proof of organization type, including date organization was established;
2. Most recent, board approved, organization budget;
3. Program or project budget;
4. Most recent balance sheet report;
5. Most recent profit & loss statement;

PROJECT/PROGRAM ELIGIBILITY

To be eligible for Community Funding Grants, a project or program must:

1. Have a budget separate from the grantee's operating budget;
2. Benefit the citizens of the Municipality of Skagway;
3. Include significant volunteer involvement (not required for for-profit child care providers);
4. Be sustainable beyond the support of the municipal grant;

INELIGIBLE PROJECTS AND EXPENDITURES

Please note that the following projects and expenditures are ineligible for this funding:

1. Programs for which other levels of government have legislated responsibility for funding;
2. Deficit reduction expenses;
3. Costs related to fundraising activities;
4. Food or beverage costs, contingency, or miscellaneous costs;
5. More than fifty percent (50%) of the budget of the project/programs;
6. **Administrative and indirect costs will not exceed more than 10% of the granted funds.**

AWARD PROCEDURE

Checks will be issued to the organization listed on the application. Please provide current information, including mailing address, contact name, email address & phone number.

1. Grant applications shall be submitted to the Borough Treasurer on an open-ended basis through November 15th of each calendar year.
2. After the fiscal year budget is adopted by the Assembly, the Finance Committee shall consider all applications as received, through the final submission deadline of November 15th of each calendar year, and vote to award grant funding.
3. The Finance Committee has the sole discretion to award grant funding, subject to Assembly approval of the annual budget. The decisions of the Finance Committee are not appealable and not subject to any further review by the Assembly.

COMMUNITY FUNDING GRANT APPLICATION

Municipality of Skagway

PO Box 415
Skagway, AK 99840
Phone: 907-983-2297



h.rodig@skagway.org
www.skagway.org

ROLLING APPLICATION PERIOD IS JANUARY 1 - NOVEMBER 15 OF EACH FISCAL YEAR

Date of Application: _____ Fiscal Year Applying for: _____

Organization Name: _____

Address: _____

Contact: _____ Fax: _____

Telephone: _____ Website: _____

Email: _____

Amount Requested: _____

Application #: _____
Maximum of 2 applications per organization
per year

Has your organization received a Municipal contribution before:

- Yes → If yes, please provide year(s) previous funding was received: _____
 No _____

APPLICANT ELIGIBILITY REQUIREMENTS

*Applications for \$5,000 or less only subject to these eligibility requirements.

Organization Type:

- Not-for-profit or non-profit incorporated organization
OR
 Charitable organization that has been in operations for a minimum of one year;
OR
 Other*: _____

Must meet all the following:

- Extend services to the general public of the Skagway Borough*;
 Demonstrate fiscal responsibility and sustainability*;
 Agree to be subject to review and audit by the Municipality of Skagway;
 Understand that the above mentioned audits could result in a request for reimbursement;
 Agree to comply with all federal, state and municipal laws to use the funds in a non discriminatory

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ROLLING APPLICATION PERIOD IS JANUARY 1 - NOVEMBER 15 OF EACH FISCAL YEAR

Date of Application: _____ Fiscal Year Applying for: _____

Organization Name: _____

APPLICANT ELIGIBILITY REQUIREMENTS (continued)

All organizations must also meet the following:

Be governed by a community-based volunteer Board of Directors.

NAME OF PROJECT OR PROGRAM: _____

PROJECT/PROGRAM ELIGIBILITY

Must meet all the following:

*not applicable for applicants requesting less than \$5,000

- Benefit the citizens of the Municipality of Skagway;
- Be sustainable beyond the support of the municipal grant.
- Have a budget separate from the applicant's operating budget;
- Include significant volunteer involvement.

Provide a Program Summary/Description:

Provide a description of public benefit:

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ROLLING APPLICATION PERIOD IS JANUARY 1 - NOVEMBER 15 OF EACH FISCAL YEAR

Date of Application: _____ Fiscal Year Applying for: _____

Organization Name: _____

Provide a description of volunteer involvement:

Please list other funding sources available for this program:

ATTACHMENT CHECKLIST

The following must be included with the application to be considered for grant funding:

*not applicable for applicants requesting less than \$5,000

- Proof of organization type, including date of inception
- Most recent budget (board approved for non-profit & charitable organizations)
- Program or project budget (if request is not for administrative purposes)
- Most recent balance sheet report
- Most recent profit & loss statement

Signature

Date

Please fill out completely and return to City Hall, PO Box 415, Skagway AK 99840
or email to h.rodig@skagway.org
For more information please call 907-983-2297

Proposed by:	Finance Committee
Attorney Review:	11/01/2022
Vote:	6 Aye 0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA RESOLUTION NO. 22-37

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING RESOLUTION 20-31R PROVIDING A POLICY FOR COMMUNITY FUNDING GRANTS.

WHEREAS, this resolution will further clarify and refine the process for providing and awarding community funding grants.

NOW, THEREFORE, BE IT RESOLVED by the Borough Assembly of the Municipality of Skagway that Resolution No. 22-31R providing a policy for community funding grants is hereby amended as follows:

NOW, THEREFORE BE IT RESOLVED, that the following policy is established for Community Funding Grants, effective for FY23 and for future community funding grant applications after FY23:

A. GENERAL GUIDELINES

1. A maximum of three percent (3%) of General Fund expenditures in the annual municipal budget may be allocated for Community Funding Grants. The source of this funding shall be a transfer from the Sales Tax Fund, and shall be in accordance with SMC 4.08.070(A)(5) Limitations of use of tax proceeds.
2. No grantee shall receive more than ten percent (10%) of the total funds allocated each fiscal year for Community Funding Grants.
3. No entity shall be granted award for more than two applications.
4. Grant funding requests larger than \$5,000 shall not exceed fifty percent (50%) of the project/program cost. For example, if the total project requires \$20,000 of funding, the Municipality shall only grant up to \$10,000.
5. Grant funding requests smaller than \$5,000 shall only be subject to Section B, ELIGIBILITY #4 and #5, and Section C, FUNDING INELIGIBILITY #6, and Section E, INELIGIBLE PROJECTS AND EXPENDITURES.
6. Grantees must submit a report at the end of the fiscal year, detailing the use of the grant funding, and any funds distributed to the recipient that remain at the end of the fiscal year must be returned to the Municipality of Skagway.

B. ELIGIBILITY

To be eligible for a municipal grant, applicants must:

1. Be a not-for-profit or non-profit incorporated organization or a registered charitable organization that has been in operation for a minimum of one year.
2. Be governed by a community-based volunteer Board of Directors.
3. Agree to be subject to review and audit by the Municipality of Skagway. Such audits could result in a request for reimbursement.
4. Extend services to the general public of the Skagway Borough.
5. Demonstrate fiscal responsibility and sustainability.
6. Agree to comply with all federal, state and municipal laws to use the funds in a manner that is not discriminatory.

C. FUNDING INELIGIBILITY

The following entities are not eligible for Community Grant Funding:

1. Individuals;
2. For-profit organizations;
3. Local, state, federal, or tribal government entities;
4. Entities with political affiliations;
5. Entities that intend to provide grant funds to others;

6. Entities whose activities or outcomes are inconsistent with the Municipality of Skagway values or goals, as determined by the Finance Committee.

D. PROJECT ELIGIBILITY

Eligible projects/programs must:

1. Have a budget separate from the grantee's operating budget;
2. Benefit the citizens of the Municipality of Skagway;
3. Include significant volunteer involvement;
4. Be sustainable beyond the support of the municipal grant.

E. INELIGIBLE PROJECTS AND EXPENDITURES

Ineligible project and expenditures include:

1. Programs for which other levels of government have legislated responsibility for funding;
2. Deficit reduction expenses;
3. Costs related to fundraising activities;
4. Food or beverage costs, contingency, or miscellaneous costs;
5. More than fifty percent (50%) of the budget of the project/programs.
6. Administrative and indirect costs will not exceed more than 10% of the granted funds.

F. AWARD PROCEDURE

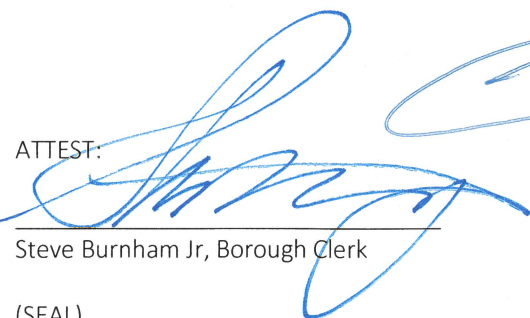
1. Grant applications shall be due to the Treasurer on an open-ended basis.
2. After the fiscal year budget is adopted by the Assembly, the Finance Committee shall consider all applications received by the submission deadline and vote to award grant funding.
3. The Finance Committee has the sole discretion to award grant funding, subject to Assembly approval of the annual budget. The decisions of the Finance Committee are not appealable and not subject to any further review by the Assembly.

BE IT FURTHER RESOLVED THAT this resolution shall be reviewed each year and the review shall be completed prior to October; and

BE IT FURTHER RESOLVED THAT this resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this 3rd day of November, 2022, by the Assembly of the Municipality of Skagway, Alaska.

ATTEST:


Steve Burnham Jr, Borough Clerk

(SEAL)


Andrew Cremata, Mayor

