

postponed indefinitely
4/27/98
AS.

WASILLA CITY COUNCIL ACTION MEMORANDUM

CM No. 98-17

SUBJECT: GRANT REQUEST FOR NON-PROFIT ORGANIZATIONS

PREPARED BY: Kristie VanGorder, City Clerk

DATE: March 17, 1998

FOR AGENDA OF: March 23, 1998

SUMMARY:

As requested by the council, the clerk's office has been reviewing the grant request process of similar size communities. We have found that the cities of Kenai and Seward do not distribute grants of any kind to non-profit organizations.

The city of Kodiak was the only city we contacted who actually had a system in place. Kodiak has \$95,000 budgeted each year for grant requests. The amount of the requests vary from being only a few hundred dollars to several thousand dollars.

For your review, I have attached the forms Kodiak currently uses. Apparently, Kodiak has two separate line items in their budget for grants. The first line item is used for historically funded organizations. The organizations would complete a grant application. The clerk's office would submit the request to the council during the budget process. The council would require that all organizations who received a grant from the city to submit a report to the council (date specific) highlighting all expenditures, a summary of how the grant benefited the community, and the accomplishments the organization made with the grant funds. The following year, all funded organizations would be sent a letter and a renewal application for the current year.

The second line item is for "one time" contributions, once the funds have been depleted, no other grants are considered until the next fiscal year. The funds are distributed on a first come, first serve basis. Should the council consider this method, you may want to define a maximum dollar amount for each request. The organizations would submit a grant application. Upon receipt, the clerk's office would submit the grant application to the council by CM for council consideration. The organization would not be contacted to renew their request since it is a one time contribution.

In FY98, the city of Wasilla funded money to the following: \$396.00 to the Alano Club for their water bill; \$17,000 to WASI; \$40,000 to MATI; a combined total for economic development of \$25,000 to the Iditarod Sled Dog Race, Jr. Iditarod, and Iron Dog Classic; and a variety of other small contributions funded from either council contingency or the general fund.

In the upcoming budget \$25,000 is proposed for the Council Contingency for Economic Development and \$5,000 is proposed for the Council Contingency for Community Event Grants. These figures are based on the work session we had on January 26, 1998.

Pass through grants would not be included in this process.

Does the council support granting funds to non-profit organizations? If so, how should these requests be administered?

1. To continue the current practice of funding requests with no defined procedure, and funding the majority of requests made throughout the year from council contingency or the general fund.
2. Have all organizations requesting money fill out a grant request to be submitted to council in a CM for council consideration. Require each organization who receives a grant from the city to submit a report highlighting all expenditures and state how the community, benefited from the grant. The following year, the organizations would be sent a letter and a renewal application for the upcoming budget.
3. Have a line item for "one time" contributions to be used on a first come, first serve basis. Require the organization to submit a grant request at any time throughout the year. Upon receipt of a request, the clerk's office would submit the request to the council in a CM for council consideration.

FISCAL IMPACT: No Yes, amount requested: \$ Fund:

RECOMMENDED ACTION:

If the council wishes to administer grants for non-profit organizations, further direction from council is respectfully requested.

MAYOR COMMENTS:

I want to ensure continued support for the three viable, successful, revenue-generating events that Wasilla has traditionally supported (Iditarod, Jr. Iditarod, and Iron Dog). These are Wasilla's "Claims to Fame". I am comfortable with having those economic development projects in my budget.

As for the grants to non-profits that are requested of council throughout the year, the question remains, "Is the city in the grant-giving business?" Administration requests council's policy direction.



Reviewed by: SARAH PALIN, Mayor

Attached: Examples from Kodiak



CITY OF KODIAK
NONPROFIT ORGANIZATION FY99 (1998-1999) GRANT REQUEST

NAME OF ORGANIZATION _____

MAILING ADDRESS _____

NAME/TITLE OF CONTACT PERSON _____

TELEPHONE _____

AMOUNT REQUESTED \$ _____	<input type="checkbox"/> Continuation <input type="checkbox"/> Initial request for annual funding <input type="checkbox"/> One-time request	Previous year grant amount \$ _____
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Intended use of grant funds requested (salaries, equipment, travel, etc.): _____

Activity or service provided: _____

Total budget applicable to Kodiak \$ _____	
Funding sources	
Local Government:	_____
State of Alaska:	_____
Federal Government:	_____
Fees and charges:	_____
Contributions:	_____
Fund raising:	_____
Other sources:	_____

The City of Kodiak recognizes and appreciates the contributions that volunteer and non-profit organizations make to the quality of life in our community. The purpose of government is to provide necessary and desired services to all citizens in a fair and equitable manner.

In considering your request, the staff and City Council must weigh the need against all City services and community priorities requiring funding.



CITY OF KODIAK
POST OFFICE BOX 1397, KODIAK, ALASKA 99615
OFFICE OF THE CITY CLERK
907-486-8636 — FAX: 486-8600

January 30, 1998

Duane P. Gates, Treasurer
American Red Cross
P.O. Box 725
Kodiak, AK 99615

Dear Mr. Gates:

As a recipient of a Fiscal Year 1998 (FY'98) grant from the City of Kodiak, your organization is automatically being sent an FY'99 grant application. Also enclosed is the form for the FY'98 Grant Report.

If your organization wishes to apply for City funds for the coming fiscal year, please complete the enclosed application and return it to my office by 5:00 p.m. March 2. The completed FY'98 Grant Report is due by July 10, 1998. Grant funds will be included in the City's FY'99 operating budget and checks are expected to be prepared for delivery in August to organization that have completed the prior year's report.

Please note it will not be necessary to make a presentation before the City Council to defend your funding request.

Sincerely,

CITY OF KODIAK

William A. Maloney
WILLIAM A. MALONEY, CMC
City Clerk

GRANT REPORT

American Red Cross

GRANT AMOUNT: \$1,500

The purpose of the grant was to provide disaster relief for the Kodiak Island Borough service delivery area for the fiscal year beginning July 1, 1997, and ending June 30, 1998.

Amount Expended Year-to-Date: \$	Balance: \$
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NOTE: FINAL REPORT DUE JULY 10, 1998. PLEASE ATTACH A REPORT OF ALL EXPENDITURES, SUCH AS COPIES OF THE RELEVANT EXPENSE LEDGER PAGES, AUDITED FINANCIAL STATEMENTS, OR SIMILAR DOCUMENTATION. (Note that we are no longer requiring copies of all invoices, purchase orders, checks, etc. These documents should be retained in your files for a minimum of three years after the expiration of the grant.)

I. Accomplishments with grant funds this year-to-date:

II. If you do not expect to expend all funds by June 30, to what use do you propose putting the carry-over funds?

SIGNATURE

PRINTED NAME AND TITLE

Submit to:
City Clerk
City of Kodiak
Box 1397
Kodiak, AK 99615