



	Approved	Denied
Action taken	✓ 1/12/04	
Other:	Amended policy - see attached	
Verified by:	K. Smith	

Repealed by AM 04-12

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 04-05

TITLE: ESTABLISHING A COMMUNITY GRANT POLICY AND REPEALING CM NOS. 98-26(AM) AND 98-37.

Agenda of: January 12, 2004
 Originator: Jamie Newman, Deputy Clerk *JN*

Date: January 5, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	<i>[Signature]</i>
X	Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes \$ or no Funds Available yes no

Account name/number: n/a
 Attachments: draft community grant policy; application cover letter; grant application

SUMMARY STATEMENT: As directed by council, we have prepared a revised community grant policy and grant application with cover letter for your review.

The policy has been drafted so that non-profit organizations that have complied with the requirements of the application process must find a council member who is willing to sponsor their request before the request is brought before the entire body. If the council wishes to schedule a work session or special meeting to discuss all eligible grant requests at one time an amendment must be made from the floor.

Past practice has been not to advertise that the city is offering community grants and I have not incorporated advertising into this policy. If the council wishes for us to place an ad in the local newspaper announcing that community grants are available, a motion will have to be made from the floor.

STAFF RECOMMENDED ACTION: To adopt the community grant policy and application as presented.



CITY CLERK AND COUNCIL
CITY OF WASILLA
290 E. HERNING AVE.
WASILLA, AK 99654-7091
PHONE: (907) 373-9090 / FAX: (907) 373-9092

COMMUNITY GRANT POLICY

Adopted By AM No. 04-05(AM)

ELIGIBILITY

- 501(c) 3 non-profit organizations are eligible to receive a community grant. Preference may be given to organizations that are located within city limits and who provide services that directly benefit the residents of the city of Wasilla.
- For profit organizations or individuals seeking funds for a private purpose are ineligible to receive a community grant from the city of Wasilla.
- Applications must be received by the city clerk's office no later than February 1 of each calendar year.
- Incomplete or illegible applications shall not be considered.

APPLICATION PROCESS

Applications shall be submitted on a community grant application provided by the city clerk. *Note: Applications are due to the city clerk no later than February 1.*

In addition to a completed application, the following information must be submitted along with the application:

- five-year plan outlining how the requested funds will be used;
- copy of the current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organization's board members or officers.

GRANT AWARDS AND DISTRIBUTION

Grant awards are subject to fund availability. The issuance of a grant does not in anyway guarantee subsequent grant awards; however if subsequent awards are granted the total amount granted shall decrease each year by a minimum of 25 percent from the original award.

- Organizations may only receive a community grant for five consecutive years;
- Grant awards are subject to fund availability and the city council reserves the right to award grants at their discretion; and
- Grants awarded by the council shall not be disbursed prior to July 1.

REVIEW PROCESS AND DISTRIBUTION

- The city clerk shall forward to the city council not later than 30 days after receipt, all eligible grant applications. **All grant requests must be sponsored by a council member through the city clerk in order to be drafted in an Action Memorandum and submitted to the city council for consideration.** If a member of the council chooses to sponsor a community grant request the member shall contact the city clerk to have the request placed on the next regular meeting agenda. The city clerk shall contact the applicant to notify them of when the council will consider their application and the applicant may request to appear before the council. Should the council approve the grant request the city clerk shall contact the applicant regarding the award.

MEETING COSTS

- Any costs associated with special meetings held in association with community grant requests will be taken out of the funds appropriated for community grant.



CITY OF WASILLA
APPLICATION FOR COMMUNITY GRANT

Organization Name: _____

Director or Contact Name: _____

Physical Address: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Federal Employer Tax ID Number: _____

Is your organization a 501(c) 3? yes (attach IRS letter stating non-profit tax exemption status)
 no

Provide a brief description of your organization's current program in priority order: _____

What is your funding request (dollar amount)? _____

Will the funds be used for operating or capital expenses? _____

Please specify exactly how the requested funds will be used: _____

What fundraisers do you have planned for this fiscal year and what is the net amount you expect to earn?

Does your agency have cash reserves? yes no

If yes, what is the designated purpose of these reserves? _____

List the amount of funds that your organization received from other sources during the last fiscal year:

Federal:\$ _____

State:\$ _____

Borough:\$ _____

City:\$ _____

Parent Organizations:\$ _____

Corporate Grants:\$ _____

Foundations:\$ _____

Client Fees:\$ _____

Donations:\$ _____

Gaming permit activities:\$ _____

Other sources:\$ _____

Please attach the following documents to this application in chronological order:

- five-year plan outlining how the requested funds will be used;
- copy of the current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organization's board members or officers.

For office use only:

- five-year plan outlining how the requested funds will be used;
- copy of the current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organization's board members or officers.
- contact finance to ensure that costs associated with a special meeting held to consider grant requests come from funds appropriated for community grants.

Date received:



OFFICE OF THE
CITY CLERK AND COUNCIL
CITY OF WASILLA
290 E. HERNING AVE.
WASILLA, AK 99654-7091
PHONE: (907) 373-9090 / FAX: (907) 373-9092

Insert date

Dear Applicant:

Thank you for applying for a community grant from the City of Wasilla. Please take a moment to familiarize yourself with our Community Grant Policy (attached). In order to be considered to receive a grant from the City, you must complete the attached application and provide all of the information requested. Applications are due to the city clerk's office no later than **February 1**. Late and incomplete applications will be considered ineligible. *Note: Grant awards are subject to fund availability and the city council reserves the right to award grants at their discretion.*

Upon filing your application with the City Clerk, the following documents must be presented:

- completed community grant application;
- five year plan outlining how the requested funds will be used;
- current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organizations board members and or officers.

We will forward your application City Council. In order for your request to be considered you must find a Council Member who is willing to sponsor your request and bring it forward to the entire body for consideration. I have attached a contact list for your use.

If you have questions about the grant request process, please contact my office at 373-9090.

Sincerely,
CITY OF WASILLA

KRISTIE L. SMITHERS, CMC
City Clerk

enc.: grant policy and application
contact list of council members