

presented 10/26/98. Director Clerk
to not send the letter out. H.

WASILLA CITY COUNCIL INFORMATION MEMORANDUM

IM No. 98-118

SUBJECT: Grant Application Procedure

REQUESTED BY: K. VanGorder, City Clerk H.

PREPARED BY: J. Newman, Deputy Clerk JN

DATE: October 21, 1998

FOR AGENDA OF: October 26, 1998

SUMMARY:

Attached is a copy of the letter and grant application the clerk's office will be mailing to organizations that have historically requested funds from the city. We plan to have the letters mailed the first week in November.

This information is presented for informational purposes only.

FISCAL IMPACT: X No ___ Yes, amount requested: \$

Fund:

RECOMMENDED ACTION: None.

MAYOR REVIEW/COMMENT: *This letter absolutely spells out to the public that the City is in the grant-giving business. If this is Council's intent, (contrary to direction given in prior years) then the letter should be considered. My opinion is it will be tougher + tougher for the City Council to say "No" to requests if a liberal grant process is approved. Council needs to contemplate government's role in funding particular*

Reviewed by: SARAH PALIN, Mayor *SPALIN*

programs, projects, etc. in light of the City's pending needs for infrastructure improvements & expansions to accommodate the growth our private sector is experiencing.

Attachments: Grant Application and letter.

November 1, 1998

Dear Organization/Agency:

The Wasilla City Council recently established guidelines for grants requested from the City of Wasilla. According to our records, your agency or organization has inquired about or received funding from the Wasilla City Council in prior years to help fund your organization.

Please review the guidelines below. If your agency meets the guidelines and desires to request funding from the Wasilla City Council, please submit the enclosed grant application to the Wasilla City Clerk's office no later than 5 p.m. on Monday, **February 2, 1999.**

Wasilla City Council Grant Guidelines

- No funding or grant requests shall be considered for any type of *for-profit* organization or for individuals requesting funding for a private purpose.
- In the consideration of funding requests from *non-profit* organizations, the council shall give preference to organizations located within the Wasilla City Limits and funds allocated by the council will directly benefit the residents of the city.
- The council shall only consider grant requests during the budget process. Grants adopted by the council will not be disbursed until after July 1.
- Grant request applications must be received by the clerk's office no later than February 1 prior to the fiscal year the requests will be granted.
- Each grant request must be submitted on a grant application to be provided by the clerk's office. The request must accompany:
 1. A five year plan indicating how the funds requested will be used;
 2. A summary outlining the long-term goals of the organization; and
 3. A budget for the organization.
- Original funds granted to an organization will be decreased by 25 percent annually. After five years the organization will no longer be qualified to receive a grant from the City of Wasilla.

Your completed grant application will be presented to council for consideration during the budget process. If the council adopts your request, funds will be disbursed after July 1, 1999.

If you questions on this new procedure, please do not hesitate to contact my office at 373-9090. We will be happy to assist you.

Sincerely,

CITY OF WASILLA

KRISTIE L. VANGORDER, CMC/AAE
Wasilla City Clerk

Enclosures

GRANT APPLICATION FY-2000

Date of Application: _____

Name of Organization: _____

Contact Person and Title: _____

Mailing Address: _____

Type of Organization: For Profit Non Profit

Are you located within Wasilla City Limits? Yes No

Physical Location: _____

Phone No: _____ Fax No: _____

Amount of Funds Requested for FY-2000: \$ _____

Have you requested funds from the City of Wasilla in the past? Yes No

If yes, please indicate the amount received and how the funds were spent: _____
(if necessary, please feel free to continue on another sheet)

How does your agency/organization benefit the residents of the City of Wasilla?
(if necessary, please feel free to continue on another sheet) _____

Summarize your five-year plan describing how the funds you are requesting will be used?
(if necessary, please feel free to continue on another sheet)

Summarize the long-term goals of the organization:
(if necessary, please feel free to continue on another sheet)

To be considered for funding you must attach a budget for your organization to be submitted with this application.

Is your organization's budget attached? Yes NO

THIS APPLICATION IS DUE TO THE CITY CLERK'S OFFICE BY 5 P.M. MONDAY, FEBRUARY 2, 1999.

Office Use Only:	
Date received: _____	Date submitted to council: _____
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	Date notification sent: _____