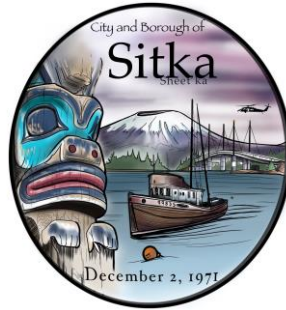


# City and Borough of Sitka



## **ANNUAL GENERAL FUND GRANTS FOR NON-PROFIT ORGANIZATIONS**

### **APPLICATION MATERIALS FOR FISCAL YEAR 2025**

Completed grant applications must be submitted to the  
Municipal Administrator's Office

**Annual Grant Deadline – August 16, 2024, 5:00 PM**

**Special Emergency Grant Deadline – Two weeks prior to  
Assembly meeting considering application.**

For more information, contact:  
Holley Bayne, Administrative Coordinator  
City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835  
(907) 747-1812  
FAX (907) 747-7403  
[holley.bayne@cityofsitka.org](mailto:holley.bayne@cityofsitka.org)

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

**APPLICATION CONTENT, ATTACHMENTS, & RATING SCHEDULE**

**\*\* Please submit only requested items \*\***

- **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)?
  - What will be done with these funds?
  - Who will do it?
  - Who will be served?
  - When will this service be provided?
  - Has the agency received CBS General Fund Grants previously? If so, how many, which years, and for what amount?
  
- **Expected Outcomes (one page only) – total pts 10**
  - How will the project be measured as successful?
  - What will the tangible community benefit be?
  - What are some benchmarks during the project that indicate things are going in the right direction?
  
- **Statement of Need (one page only) – total pts 10**
  - How does this project align with the funding category that you are applying for?
  - What documented needs (e.g., McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
  - Does the funding from this request leverage other funds for the project? How?
  
- **Organizational Capacity (one page only) – total pts 10**
  - Track record (this or similar project delivery and management).
  - Community support.
  - Board attendance.
  - List of Board Members and Officers.
  
- **Budget – total pts 10**
  - Statement of assets, revenues, and expenditures for previous year.
  - Detailed budget for current year, including funds for this project.
  - Include itemized list of grants received or pending for prior and current years.
  
- **Required Documentation – total pts 10**
  - Copy of non-profit documentation such as IRS 501c3 designation.
  - Current State of Alaska nonprofit organization business license.
  - CBS Liabilities Form.

Please submit your completed application, including summary sheet and required documentation by email to Administrative Coordinator, Holley Bayne, at [holley.bayne@cityofsitka.org](mailto:holley.bayne@cityofsitka.org). Type the application using size 10-12 font. Submit only materials requested.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

**SUMMARY SHEET**

Name of Organization: \_\_\_\_\_

Alaska State Business License Number (if applicable): \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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 or
  - Community Development
- Special Emergency Grant

Dollars Requested: \_\_\_\_\_

Match Dollars Committed: \_\_\_\_\_ Percentage: \_\_\_\_\_

Sources of Matched Dollars: \_\_\_\_\_

Brief Description of the Purpose of the Grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY AND BOROUGH OF SITKA  
GENERAL FUND GRANTS FOR  
NON-PROFIT ORGANIZATIONS**

**PROCEDURES**

The following table describes the types of City and Borough of Sitka (CBS) General Fund grants that may be awarded to non-profit organizations for: (1) Human Services; (2) Cultural and Educational Services; or (3) Community Development. A non-profit organization may request a grant as an annual award or as a special emergency grant during the fiscal year when the need arises. The percentage of money appropriated from the general fund for non-profit organization grants and the maximum amount of any grant is listed below.

A further explanation of the grant application process, requirements and restrictions is outlined on the next page, and in the attached application packet.

<u>Grant Category Description</u>		<u>Time Frame</u>	
<b>Human Services</b>		Annual Grants	<u>Total Funds</u> - 50% of Grant Budget <u>Maximum Grant</u> - \$25,000
<b>Cultural and Educational Services</b>		Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
<b>Community Development</b>		Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
<b>Special Emergency</b>		Special Grants During FY After Annual Grants Awarded	<u>Total Funds</u> - 10% of Grant Budget <u>Maximum Grant</u> - \$5,000

## **Description of Grant Application Procedures, Requirements & Restrictions**

- During the annual budget process, the Assembly will establish the amount that will be made available for distribution as grants to Sitka registered non-profit organizations.
- Depending on level of funding available, the Assembly may choose to limit the category of grants it will approve, the total amount it will provide per award, or set other restrictions or special conditions it deems appropriate.
- Advertising for non-profit organizations grants shall begin after ratification of the next fiscal year budget.
- Completed applications must be submitted by email to Administrative Coordinator, Holley Bayne, at [holley.bayne@cityofsitka.org](mailto:holley.bayne@cityofsitka.org) by 5:00 p.m. on the due date August 16, 2024. Applications received after the time fixed for receipt will not be considered. The due date for special emergency grants is two weeks prior to the Assembly meeting considering the application.
- All timely received and completed applications shall be reviewed and scored by the Assembly.
- Applicants must be current with all CBS liabilities when the application is filed in order for the application to be considered, including sales taxes, property taxes, utility payments, lease payments, loan payments, promissory notes, etc. To ensure compliance, applicants must complete and submit the CBS Liabilities Form with the Grant Application. This form needs to be signed off by the tax, utility and miscellaneous billing departments indicating that the applicant is current in all obligations owed to the CBS.
- Applications for annual grants will be considered and awarded at a special meeting of the Assembly in September. An application for a special emergency grant will be considered at the first regular Assembly meeting held two weeks after receipt of the application. Applicants will not be given the opportunity to promote their individual grant applications during the Assembly meeting. For an applicant to receive funding, a majority of the Assembly needs to recommend some level of funding.
- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).
- Non-profit organizations that have received CBS funds as part of the General Fund Budget are ineligible to receive monies from this General Fund Non-profit Organization Grant program.
- Non-profit organizations may only receive one General Fund Non-profit Organization grant during the same fiscal year, either an annual grant or a special emergency grant.

- Grant monies not awarded or used during the fiscal year will rollover as non-profit grant funds for the next fiscal year. Any rollover monies will be counted towards the total grant funds to be appropriated for the next fiscal year toward any of the grant categories.
- Grant monies not spent during the awarded fiscal year must be returned to the CBS.
- Grant monies may not be reallocated for another project not specific to what the organization originally applied for without Municipal Administrator approval.

A Progress and Financial Report must be submitted to Administrative Coordinator Holley Bayne at [holley.bayne@cityofsitka.org](mailto:holley.bayne@cityofsitka.org) no later than March 3, 2025. If all grant funds have not been spent and accounted for in the March 3, 2025, report, a supplemental report must be filed by July 15, 2025. Failure to timely submit complete reports may result in the non-profit organization being ineligible in the next fiscal year for general fund grants for non-profit organizations.

# General Fund Grants for Non-Profit Organizations for Fiscal Year 2025

## CBS Liabilities Form

*Complete and submit this form with your Non-Profit Grant Application.*

**Organization Name:** \_\_\_\_\_

- Property Tax

\_\_\_\_\_  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Sales Tax

\_\_\_\_\_  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Municipal Leases

\_\_\_\_\_  
Chelsey Dumag, Utility/Harbor Billing Clerk  
747-1843

- Loan/Promissory Note

\_\_\_\_\_  
Brooke Volschenk, Controller  
747-1801

- Utilities

\_\_\_\_\_  
Chelsey Dumag, Utility/Harbor Billing Clerk  
747-1843

*CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.*