



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 118, Ketchikan, Alaska 99901

FY 2023 COMMUNITY GRANT APPLICATION –

Due March 11, 2022

GRANT APPLICATIONS MUST BE SUBMITTED TO THE KETCHIKAN GATEWAY BOROUGH FINANCE DEPARTMENT BY CLOSE OF BUSINESS DAY MARCH 11, 2022.

- 1900 First Avenue, Suite 118, Ketchikan, Alaska 99901 • Email: Finance@kgbak.us • Phone: 907-228-6614 •

THE PROCESS

In order to provide funding to community based non-profit agencies, the Ketchikan Gateway Borough designed this form to gather information on applicants' programs, projects and/or operations.

The community grant program is subject to annual appropriation by the Ketchikan Gateway Borough Assembly. After the application deadline, the applications will be reviewed and scored by the Borough Grant Committee, which will make funding recommendations to the Borough Assembly. The funding recommendations will be included in the Draft Borough Budget. Grant amounts may be amended by the Assembly during the introduction or adoption of the Borough Budget.

REPORTING

Organizations awarded grants of \$5,000 or greater are required to complete and submit a timely Quarterly Grant Report Form in the first, second and third quarters to the Ketchikan Gateway Borough. Quarterly reports are required even if no reimbursement is requested for a quarter.

At the end of the fourth quarter, ALL organizations awarded grants shall complete a Final Report Form and submit it, with any final reimbursement requests, to the Borough Finance Department by July 31.

Organizations awarded grants totaling \$0-\$4,999 are not required to complete quarterly reports, but must submit a Final Report Form with any final reimbursement requests before July 31.

Organizations that fail to submit required reports will be ineligible for the following year's grant funding.

The reporting deadlines are as follows:

- First Quarter (July-September) Progress Report: October 31
- Second Quarter (October-December) Progress Report: January 31
- Third Quarter (January-March) Progress Report: April 30
- Final Report: July 31



Section A: Organizational Information

1. Name of Organization: _____
2. Address: _____
3. Telephone: _____ Email: _____
4. Contact Person Name/Title: _____
5. Cellphone of Contact Person: _____
6. A Registered Non-Profit with the IRS? Yes _____ No _____
7. A Registered Non-Profit with the State of Alaska? Yes _____ No _____
8. Date of Incorporation? _____
9. Providing Services in Ketchikan Gateway Borough? Yes _____ No _____
10. Number of Paid Full-Time Staff: _____
11. Number of Paid Part-Time Staff: _____
12. Number of Volunteers Last Fiscal Year: _____
13. Number of Interns: _____
14. Current Fiscal Year Operating Budget: \$ _____
15. Top Three Revenue Sources for Organization Last Fiscal Year (Include Funding Source and Amount Received):
 - a. _____
 - b. _____
 - c. _____



Section B: Funding Request

1. Amount Requested: \$ _____

2. Did the Organization Receive Funding from the Ketchikan Gateway Borough Last Year? Yes _____ No _____

If Yes, Answer 3 Through 4.

3. Amount Requested from Borough Last Fiscal Year? \$ _____

4. Amount Received from Borough Last Fiscal Year? \$ _____

5. Program/Project Title Requesting Funding for:

6. Project or Program Purpose:

- Economic Development
- Recreation
- Transportation
- Education
- Animal Protection
- None of the Above (If so, Explain Below)



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Section C: Narrative on Purpose, Goals and Value of Funding Request

Each applicant shall submit a narrative no greater than 3 pages that addresses the following:

1. An explanation on how the history, mission and program purpose aligns with at least one of the following categories: education, animal protection, economic development, recreation, and/or transportation.
2. A description of what the organization intends to do with the requested funding. This should include how many individuals and what population would be served as well as any unmet community needs that the organization is seeking to address.
3. An explanation about how the organization is uniquely positioned to provide the services proposed.
4. Three specific goals and objectives that the organization would seek to achieve with the requested funding. This should include well-defined measurements by which success would be assessed.
5. A justification as to why the funding request is proportionate to expected benefits.
6. An explanation as to the positive impact or enhancement to the community.



Attachments: *(Please attach in order listed below)*

Purpose, Goals and Value of Funding Request

- Narrative addressing questions in Section C.
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Finances

- Audited financial statement for the last fiscal year, if available, or form 990.
- The current year operating budget, to include your project expenses and revenues.
- If the funding request is for a specific program or capital project, include a budget for the program and/or project.
- A list of other agencies that funded your organization in the last fiscal year, including amounts contributed.
- If funding for a capital project is being requested, what is the annual cost and long-term operation and maintenance costs of this project? Provide backup material.
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Other Supporting Materials

- A verification of the organization's or fiscal agent's tax-exempt status under section (c) 3 of the IRS code or a letter of determination from the IRS.
- A certificate or other proof of good standing from the DCCED (if incorporated).
- A current list of the governing board.
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