

# Haines Borough



## **GRANTS FOR NON-PROFIT ORGANIZATIONS**

### **APPLICATION MATERIALS FOR FISCAL YEAR 2015**

Complete grant applications to be returned to the  
Municipal Clerk's Office

**Grant Deadline – July 15, 2014 5:00 PM**

For further information, please contact

Julie Cozzi, Municipal Clerk

Haines Borough

Box 1209

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**GRANTS FOR  
NONPROFIT ORGANIZATIONS FROM THE HAINES  
BOROUGH  
  
PROCEDURES**

Applications are due in the Haines Borough Clerk's office by 5 PM, July 15, 2014.

Please submit the original and five (5) copies of the Summary Sheet and Elements A through G from Table A (7 pages plus the Summary Page.) Only one set of Required Documents needs to be submitted.

Table A outlines the rating schedule for grant applications from non-profits from the Haines Borough. Please limit your response for each element to the number of pages specified, with the exception for "Required Documentation." Please supply the required documentation as a separate, clearly labeled attachment so that staff may easily ascertain that each required document is supplied.

Refer to Table B for an explanation of "Grant Category."

Refer to **Action Summary** <http://www.hainesalaska.gov/-planningzoning/comprehensive-plan-adopted> to respond to Element B: Statement of Need, to cite the alignment of your request with the Haines Borough Comprehensive Plan.

All applications will be scored by an ad hoc committee of the Assembly and Borough Administration composed of the Mayor, three members of the Assembly, the Finance Director, and the Manager or his designee. Recommendation for funding will be made to the Assembly by August 2014.

# SUMMARY SHEET

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

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

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

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

Grant Category (please apply for only one grant category):

- General Fund (Community Chest)
- Medical Service Area Fund
- Tourism and Economic Development

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

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: \_\_\_\_\_

Table B.

<u>Grant Category and Description</u>	<u>Amount Budgeted for Appropriations from Assembly for FY15</u>
<p><b>General Fund (Community Chest)</b></p> <p><b>Description:</b> Revenue for this fund comes from property tax, and from state and federal sources. Funds can be appropriated for any services that are approved for delivery area-wide by the Haines Borough Charter (see Charter Article VI: Powers).</p>	<p>\$32,500</p>
<p><b>Medical Service Area Fund</b></p> <p><b>Description:</b> Revenue for this fund comes from a 0.5% sales tax levied area-wide (except in Excursion Inlet) for ambulance service and financial support for local medical service. (See HBC 3.25.020)</p>	<p>\$28,760</p>
<p><b>Tourism and Economic Development</b></p> <p><b>Description:</b> Revenue for this fund comes from a 1% sales tax levied area-wide for tourism and economic development. (See HBC 3.23.010)</p>	<p>\$17,500</p>

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

- Advertising for nonprofit organizations grants shall begin after ratification of the next fiscal year budget.
- Complete applications must be received in the Municipal Clerk's office by the due date. The due date for annual applications is July 15, by 5 p.m.
- All timely received and complete applications shall be reviewed and scored by the Mayoral appointed, Assembly confirmed scoring committee.
- Applicants must be current with all Haines Borough 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.
- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).
- Nonprofit organizations can only receive one Nonprofit Organization grant during the same fiscal year.
- Grant monies not awarded or used during the fiscal year will rollover as nonprofit 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.

A Progress and Financial Report must be submitted to the Finance Director no later than June 30th of the fiscal year. Any grant funds not spent during the fiscal year shall be returned to the Haines Borough. Failure to timely submit complete reports or refund unspent grant monies shall result in the nonprofit organization being ineligible in the next fiscal year for general fund grants for nonprofit organizations.