

# Haines Borough



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

### **APPLICATION MATERIALS FOR FY17**

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

**Grant Application Deadline – Tuesday, October 18, 2016, 5:00 pm**

For further information, please contact

Julie Cozzi, Borough Clerk

Haines Borough

Box 1209

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

Applications are due into the Haines Borough Clerk's office by 5 pm, October 18, 2016.

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 to 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/sites/default/files/fileattachments/planningzoning/action\\_summary\\_haines\\_2025\\_comp\\_plan\\_final.pdf](http://www.hainesalaska.gov/sites/default/files/fileattachments/planningzoning/action_summary_haines_2025_comp_plan_final.pdf) 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, and the Manager or his designee. Recommendation for funding is tentatively scheduled to be made to the Assembly on November 8, 2016.

## 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 Available from FY16 Budgeted “Appropriations from Assembly”</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>\$15,000</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**

- Complete applications must be received in the Borough Clerk's office by the due date listed on the cover of this application.
- 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.

If your organization received funding in FY16 and has not submitted FY16 Progress and Financial Reports you must submit them to the Borough Clerk with your FY17 application. 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.



Scored by: \_\_\_\_\_

Date Scored: \_\_\_\_\_

## FY17 HAINES BOROUGH Non-Profit Grants Table A.

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

**\*Please submit each category on its own page for scoring purposes.**

Category	Description	Maximum Page Length*	Total Points Possible	
<b>A. Detailed Plan for Funds</b>	<ul style="list-style-type: none"> <li>• Describe what will be done with the funds.</li> <li>• Who will do it?</li> <li>• Who will be served?</li> <li>• When will this service be provided?</li> <li>• Explain reasoning for grant category (Medical Service, Economic Development, or General)</li> <li>• Outcome -describe the tangible community benefit</li> <li>• Outcome - how will you measure success?</li> </ul>	1	5	
<b>B. Statement of Need</b>	<ul style="list-style-type: none"> <li>• Explain how the need you are proposing to address has been documented.</li> <li>• Does the funding from this request help leverage other funds for the project?</li> <li>• Alignment of request with the goals and objectives in the Haines Borough Comprehensive Plan (See Action Summary)</li> </ul>	1	5	
<b>C. Organizational Capacity</b>	<ul style="list-style-type: none"> <li>• Track record (toot your horn)</li> <li>• Board qualifications &amp; involvement</li> <li>• List of grants received or pending for prior and current years.</li> <li>• % of total revenue from the Borough. Other additional financing secured / committed.</li> </ul>	1	5	
<b>D. Contributes to Economic Development</b>	<ul style="list-style-type: none"> <li>• Explain how funds will be used to stimulate the Haines economy.</li> </ul>	1	3	
<b>E. Serves Vulnerable Haines Residents</b>	<ul style="list-style-type: none"> <li>• Will funds provide essential services for children, the elderly, disabled, or other vulnerable populations in Haines? If yes please explain.</li> </ul>	1	3	

<b>F. Broad Community Support</b>	<ul style="list-style-type: none"> <li>• Evidence of broad community support for the organization.</li> <li>• Number of members / beneficiaries served in the last year –in the last 3 years.</li> <li>• Petitions / letters of support (may exceed 1 page).</li> </ul>	1	5	
<b>G. Budget</b>	<ul style="list-style-type: none"> <li>• Is the project budget appropriate to meet the need?</li> <li>• Does the need justify the expenditure?</li> </ul>	1	5	
<b>H. Timely Submission</b>	<ul style="list-style-type: none"> <li>• Application is complete and on time.</li> </ul>	N/A	3	
<b>I. Required Documentation</b>	<ol style="list-style-type: none"> <li>1) Copy of IRS 990 form and audit, if applicable.</li> <li>2) Copy of non-profit documentation (IRS 501c3).</li> <li>3) Current State of Alaska business license.</li> <li>4) Minutes of meeting where the governing body approved request.</li> <li>5) Organization structure including names of the board of directors and the executive director if applicable.</li> <li>6) If funded in FY16, written report of use of funds.</li> <li>7) Statement of assets, revenues, and expenditures for previous year.</li> <li>8) Detailed budget for current year, including funds for this project.</li> </ol>	N/A		
<b>Total Score (34 possible)</b>				

Applications receiving an average score of 17 points or lower are eliminated from funding.