Haines Borough

GRANTS
FOR NON-PROFIT ORGANIZATIONS

APPLICATION MATERIALS
FOR FISCAL YEAR 2024

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

<u>Application Deadline</u> – July 31- 5:00 PM

For further information, please contact the clerk's office at 766-6400 or clerk@haines.ak.us

GRANTS FOR
NONPROFIT ORGANIZATIONS FROM THE
HAINES BOROUGH

PROCEDURES

Applications are due in the Haines Borough Clerk's office by 5 PM, July 31, 2023.

Please submit the following:

- Summary Sheet;

- Elements A through I from Table A;

- "Required Documentation" as described in Item I from Table A;
  Please supply the required documentation as a separate, clearly labeled attachment so that staff may easily ascertain that each required document is supplied.

- Final Report of FY23 grant monies received, if any.

Table A outlines the rating schedule for grant applications from non-profits within the Haines Borough. Please limit your response to each element to the number of pages specified with the exception of "Required Documentation."

Refer to Table B for an explanation of "Grant Category" and for total available amounts of grant funds.

All applications will be reviewed for qualification by Borough staff and scored by the Government and Services Committee before being submitted to the Borough Assembly for funding approval.

SUMMARY SHEET

Name of Organization: _____

Name of Contact Person: _____

Phone:_____Email:_____

Mailing address: _____

Grant Category:

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: _____

FY24 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	
A. **Detailed Plan for Funds**	Describe what will be done with the funds: • Who will oversee the project? • Who will be served? • When will the service be provided? • Explain reasoning for grant category. • Outcome - describe the tangible community benefit. • Outcome - how will you measure success?	1	10	
B. **Statement of Need**	Explain how the proposed need you has been documented: • Does the funding from this request help leverage other funds for the project? • How does the request align with the goals and objectivesin the Haines Borough Comprehensive Plan? (See https://www.hainesalaska.gov/cp2025)	1	10	
C. **Organizational Capacity**	Describe the organization's history and finance capacity: • Board qualifications & involvement(s); • List of grants received or pending for prior andcurrent years; • % of revenue from the Borough; • Other financing secured/committed.	1	10	
D. **Contribution(s) to Economic Development**	Explain how funds will be used to: • Stimulate the Haines economy; • Address Haines Borough Comprehensive Plan Goals and Objectives.	1	5	
E. **Health & Safety**	Describe how the funds will provide health and/or safety education or services: • Will funds provide essential services for children, elderly, disabled, or other populations in Haines? If yes, please explain. • How does the request address Haines Borough Comprehensive Plan Goals and Objective?	1	5	

F. Broad Community Support	Provide evidence of broad community support: • Number of members/beneficiaries served in previous year - in the last 3 years; • Petitions/letters of support; • Other evidence.	1	5	
G. Budget	Provide a rationale for the budget request: • Is the project budget appropriate to meet the need? • How does the need justify the expenditure?	1	5	
H. Timely Submission	Application is complete and on time.	N/A	N/A	
I. Required Documentation	1. Copy of IRS 990 form and audit, if applicable. 2. Copy of non-profit documentation (IRS). 3. Current State of Alaska and Haines Borough business license. 4. Minutes of meeting where the governing body approved grant request. 5. Organization structure including names of the board of directors and the executive director if applicable. 6. If funded in FY23, written report of use of funds. 7. Profit and Loss for previous year. 8. Detailed budget for current year, including fundsfor this project.	N/A	N/A	
Total Score (50 possible)				

Applications receiving an average score of 30 points or fewer are eliminated from funding.

Table B.

Grant Category and Description		Amount Budgeted for Appropriations from Assembly for FY24
<u>**General Fund (Fund 01):**</u> **Description: Revenue for this fund will support programs and projects that aim to enhance the quality of life for community members in response to an action plan described in the Haines Borough Comprehensive Plan.**		**$75,000**
<u>**Funds for Tourism Development and promotion and economic Development within the Haines Borough (Fund 23)**</u>		**$25,000**

Description of Grant Application Procedures, Requirements & Restrictions

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

- All complete applications received timely shall be reviewed and scored by the Government and Services Committee prior to being submitted to the Borough Assembly for approval.

- In order to be considered, applicants must be current on all Haines Borough liabilities 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).

- 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 included in the total grant funds appropriated for the next fiscal year in any of the grant categories.

If your organization received funding in FY23, make sure you have submitted your final report regarding expenditures of the FY23 grant monies either prior to, or along with your FY24 Grant Application. Failure to timely submit reports may result in the nonprofit organization being ineligible in the next fiscal year for grant appropriations.