
CITY OF KETCHIKAN

GRANT APPLICATION FORM

In order to provide funding to community based non-profit humanitarian agencies, the City of Ketchikan designed this form to gather information and establish criteria for evaluating applicants' programs, projects and/or operations.

The Process

The community grant program is funded annually by the City of Ketchikan and Ketchikan Public Utilities. The annual contribution may be equal to 3.24% of the City's total annual sales tax. The City shall fund 77.7% of the annual contribution and Ketchikan Public Utilities shall fund 22.3% of the annual contribution. Any contribution is subject to review and change by the City Council. The amounts contributed shall be accounted for in the Community Grant Fund, a special revenue fund. Annual distributions to grantees from the Community Grant Fund cannot exceed the available resources of the Fund or other limits established by the governing body of the City of Ketchikan. The reserves of the Community Grant Fund shall not exceed 5% of annual appropriations from the Fund.

Applications shall be accepted annually during the months of November and December. All applications must be submitted to the city manager by December 15 in order to be considered. Applications will be reviewed by the Community Grant Committee, a separate five-member committee comprised of three members of the City Council and two appointed community members. The Community Grant Committee shall hold at least two public meetings to discuss and evaluate submitted grant applications. Agencies applying for a grant are encouraged to attend the meetings in order to respond to questions from members of the Community Grant Committee. Agencies are strongly encouraged to seek other sources of funding. Grant awards shall be made no later than February 15.

Grants will be awarded to organizations that provide services to the community of Ketchikan. Funding options will be determined on one or more criteria listed below. The City encourages projects and programs with components that foster community wellness, direct impact to the community's vulnerable population(s), and/or the civic engagement of Ketchikan residents and project beneficiaries. Services or programs include, but are not limited to, the below-listed populations:

- Children and youth
- Elderly and/or physically or mentally disabled people
- Programs serving Ketchikan's under privileged or needy population
- Homeless care programs
- Poverty and working poor
- Cross cultural awareness
- Civic and cultural projects and/or programs

Criteria for successful projects:

- Provides social service(s) addressing significant, demonstrated needs
- Employs innovative approach with potential for substantive impact
- Utilizes promising or best practices model in project implementation
- Includes a well-designed budget and plan for sustainability
- Provides evidence of strong leadership
- Collaborates with other agencies in serving targeted population(s)
- Does not duplicate existing programs
- Fosters civic engagement and/or community volunteerism
- Attracts other funding sources and/or agencies
- Statements of measureable goals and objectives for project(s) or program(s)

Application

Grant request

Amount requested: \$

This request is for:

Program/project title:

Organizational Information

Organization name:

Address:

City:

State:

Zip:

Telephone:

Fax:

E-mail:

Executive director:

Telephone:

Name of contact person:

Title:

Telephone:

Cell phone:

Total organization budget for current year: \$

Date of incorporation:

Is your organization tax exempt under section 501(c) (3) or other sections? If no explain:

What is your primary service category (check one)?

- Children and youth
- Homeless care programs
- Elderly and/or physically or mentally disabled people
- Poverty and working poor
- Programs serving Ketchikan's under privileged or needy population
- Cross cultural awareness
- Civic and cultural projects and/or programs
- Other _____

Summarize the organization's mission

Staff composition in numbers

- Paid full-time:
- Paid part-time:
- Volunteer
- Interns
- Other
- Total

Detail the purpose(s) of your request with justification and explanation:

Statement of measurable goals and objectives of project(s) or program(s):

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

Cover letter

- Cover letter with introductions
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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.
- A proposed program budget with narrative.
- A list of other agencies which funded your organization in the last fiscal year, including amounts contributed.
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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.
- A current list of the governing board.
- Letters of support and/or reviews (if applicable).

ACCOUNTABILITY

Because the City of Ketchikan is working with public funds, it is reasonable to require accountability for the successful use of those funds.

Understanding that not all applying agencies have the resources to generate detailed financial reports due to staffing issues, the City of Ketchikan requires:

For grants less than \$15,000, an annual report including a statement of the success of the project/program in meeting established goals as well as an annual financial statement;

For grants \$15,000 and over, the City of Ketchikan requires quarterly financial reports including a statement of the success of the project/program in meeting established goals to date as well as an annual financial statement.