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CITY OF GUSTAVUS, ALASKA

Policies and Procedures

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS

FROM THE ENDOWMENT FUND EARNINGS

SECTION II

POLICY:

It is the policy of the City of Gustavus to maintain the integrity and purchasing power of the Endowment Fund (Fund). ~~equal to, or greater than, its original 2004 purchasing power through application of earnings first toward inflation proofing, and then to disperse extra earnings in the form of grants supporting qualified projects offering broad value to the community.~~ While earnings may be granted for projects for functions authorized by code ordinance completed by City departments, funding priority should be given to qualifying projects being conducted by Gustavus-based groups or individuals, or City departments proposing projects that are outside those functions authorized for the City through code ordinance, **in accordance with policy Title IV and Title VI.** ~~Additionally,~~ Further, priority may be given to projects for which the Fund grant may be leveraged to match grants from outside agencies. Fund grants shall not be made to “for profit enterprises, although a “non-profit” organization may contract with a “for profit” business for services, such as construction, in support of the Endowment funded project.

The Mayor is accountable for assuring that steps in this procedure are completed and documented.

PROCEDURE:

91. Eligibility for Award. Grants may be awarded to city departments, local non-governmental organizations or other local entities. To be eligible, the applicants:

- a. Must be Gustavus residents.
- b. Must not be delinquent on any City taxes, forms or payments
- c. ~~Must be at least sixteen years of age at least one of the project's administrators)~~
- d. **At least one (1) of the project's administrators must be at least eighteen (18) years of age.**
- e. Must be proposing a ~~discrete~~ **single specific** local project **that benefits the community of Gustavus.**
- f. **Fund grants shall not be made for operating expenses of the City or other organizations.**
- g. **Grant Funds shall not be made for “for-profit” enterprises although a “non-profit” organization may contract with a “for-profit” for services.**
- h. **Projects must be completed by the end of the calendar year the grant was awarded and applicants may not receive an EFG for more than**

three (3) consecutive years. ~~Effective the calendar year, the Grant must be used within one calendar year of award.~~

i. ~~Within one (1) calendar year of award.~~

92. **Grant Application Preliminary Review.** ~~On~~ **By September 30th** all grant applications will be submitted to City Hall. **By October 14th** the City Treasurer and City Manager **(added at the request of the City Manager)** will determine if the applicants have met **the criteria** outlined in the grant application. If not, the application will be returned with suggestions and the applicant will have the opportunity to correct and resubmit the application by **October 31**. All reviewed applications will be available for pickup at City when applicant is notified by the City Treasurer.

3. ~~9.~~ **Endowment Fund Working Group.** (Group) will be established at the first work session of November.

- a. The Group will consist of the **City Treasurer, serving in an advisory capacity only; and**
- b. **A minimum of three (3) and maximum of five (5) Council Members seven (7) Gustavus community members, who have previously submitted Committee Applications, and were have been selected by the Mayor and approved by the City Council.**
- c. **No member of the Working Group shall apply for the Grant.**

At this meeting, ~~(Do we define the date of this meeting?)~~ the Group will set a date for a special work session where Applicants with qualifying applications will be invited, ~~via email, so in order for Group members might to ask clarifying questions of the Applicant. Each Applicant will be given five (5) minutes to give a short presentation to give a five (5) minute presentation and answer any questions about their project.~~ Applicants who are unable to attend due to special circumstances may request a separate meeting with the Group to present their project.

4. ~~10.~~ **Proposals will be scored by the Group based on the following criteria:**

- a. Project Description (value: up to 25 points) Need for project, broad community benefit and value, demonstrated ability to effectively manage the project, **link to community values as outlined in the City Vision Statement.**
- b. Project Goals and Objectives (value: up to 25 points) Defined objectives with milestones that demonstrate progress, realistic and achievable timeline
- c. Budget (value: up to 25 points) detailed expenditures, well researched planned and presented.

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to move to the Application Packet

Before said meeting, each member of the Group will receive a notification of the amount of that year's available Gustavus Endowment Grant Funds, a copy of each application and a rubric to help score each application and The average of the three scores will be used as the **application's** final score. Applications must receive a minimum average of 50 points in this process to be considered for award.

Do we want to say something at this point about the Council getting a copy of the approved list of projects OR qualified applicants attend the December Work Session and pitch their project?

4. ~~12. Grant Awards. Schedule Council selection and award of grant funding~~ **Endowment Fund Grants will be awarded at for the General Meeting in December. If the Council wishes to amend the recommendations of the working group, they must consider the each recommendations award made recommended by the Group using the same scoring criteria rubric received and used by the Group. and a copy of all previous years' awards and grant awardees. Each award will be voted on by the Council and will require a 2/3 vote of the Council to pass. (City Clerk suggestion) If a city council member is applying for an EFG grant, is part of a group applying for an EFG grant or has interests that may compromise the perceived integrity of the grant award process, they should abstain from voting on grant allocations. Decisions regarding abstention from voting on the EFG grant awards will be at the discretion of the chair, though chair decisions may be challenged by a majority vote of the council. Applicants shall not receive an EFG award more than 3 consecutive funding cycles.**
5. If the City does not receive any qualifying applications, **or none are recommended by the EFG working group, and** if the Council declines to grant to any of the year's applicants, the annual grant funds shall be returned to the Endowment Fund account to earn interest for future awards.
6. ~~13. Award Notices. Issue notice to grantees (if any)~~ **must be notified of their award within one week after the General Meeting in December. In addition, the notification will include, regarding selection with directions for receiving payments, reporting requirements, and a reminder of a the one-year deadline for the grant to be completed. Issue Letters will be issued to unsuccessful grant applicants notifying them of award decisions and thanking them for their applications.**
7. ~~14. Payments. Payments for grant projects to awardees will be made by disbursement~~ **disbursed from the Endowment Fund checking account to the grantee, or direct to third party, for work approved in Endowment Fund Grant Application with proof of payment expenses for reimbursement or advance payment. Payments shall be made within two (2) weeks of receipt of a request made and approved by the treasurer properly completed Grant Financial Progress Budget Report. Payments may be made in advance in special circumstances. The last 10% of the grant shall not be paid until a final request has been approved by the Treasurer.**

Commented [LB1]: Needs legal review

Commented [LB2]: Get this section to Ben to review, idea is that Ben needs to be notified of an expense and then have 2 weeks to get the money to the recipient.

If we have a Budget Form (in caps) we need to supply it to the applicants.

Commented [LB3]: Get Ben to review

8. ~~15. Monthly and Final Reports.~~ The grantee shall compete and submit a monthly progress report by the last day of each month until the final report is submitted. Reports shall include progress and expenditures for the previous month. The final report shall include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people reached (served) by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public. ~~The last 10% of the grant shall not be paid until a final report has been accepted by the treasurer.~~

9. ~~16. Modifications.~~ **Minor grant modifications that do not alter the goal of the project or cause expenses to exceed the awarded total** will be considered. All modifications should be submitted to the City ~~Grant~~ Administrator. If a monetary modification is less than or equal to five (5) percent of the total grant award, the City ~~Grant~~ Administrator can determine whether to make the modification after consultation with the Mayor. If the modification request is greater than five (5) percent of the granted amount, Council action is necessary. Non-monetary modifications shall be considered on a case-by-case basis and shall be handled by the City Administrator in consultation with the Mayor.

10. ~~17. Unused Granted Funds.~~ Any unused funds from a closed grant shall be retained in the fund grant checking account if under one thousand dollars (\$1,000) or returned to the Endowment Fund account if over one thousand dollars (\$1,000) and re-designated as available for future award.

11. **(As suggested by the City Clerk). Endowment Fund Working Group Continuation.** At the end of the award period, **(or choose a time)** the current year's Working Group will be asked to suggest one or more persons from that year's Working Group to volunteer for the next year's Working Group. This is to provide the new Working Group with the history of the previous year's Working Group's experience in choosing qualified applicants for the Gustavus Endowment Fund.

12. **Definitions as applied to this document.**
This is a work in progress by Jennifer

Commented [LB4]: This should be pulled out as explanation for the staggered terms of the EFG Working Group members