

**GUSTAVUS ENDOWMENT FUND GRANT (EFG)
APPLICATION PACKET**

IMPORTANT DATES

Grant Applications Open	July 1 st
Applications Submitted to City for Review	October 31st before 4pm Sept. 30
City Preliminary Review Complete	October 14th
Completed Application Due	October 31 st
EFG Working Group Established	Nov. Work Session (1 st Tuesday in November)
EFG Working Group Meeting	TBA
Applicants to meet with EFG Working Group	TBA
Applicants to meet with City Council	Dec. Work Session (1 st Tuesday in December)
Awards Announced and Funded	Dec. General Meeting (2 nd Tuesday in December)
Grant Period Begins	January 1st
Grant Completion & Final Report Due Following Year	December 31 st

ELIGIBILITY REQUIREMENTS

Grants may be awarded to **local residents or entities, non-governmental organizations, or city departments** ~~or other local entities.~~ **To be considered eligible, the applicants:**

- ~~1. Must be Gustavus residents. Must not be delinquent on any City taxes, forms or payments.~~
- ~~2. Must be Gustavus residents. Must not be delinquent on any City taxes, forms or payments,~~
- ~~3. Must be at least sixteen years of age~~ **At least one (1) of the project's administrators must be 18 years of age,**
- ~~4. Must be proposing a single specific discrete local project that benefits the community of Gustavus,~~
~~Effective calendar year 2020, Applicants may not receive an EFG award more than three (3) consecutive years,~~
- 5. Fund grants shall not be made for operating expenses.**
- 6. Fund grants shall not be made to a "for-profit" enterprise although grant recipient may contract with a "for-profit" business for services,**
- 7. Projects must be completed by the end of the calendar year for which the grant was awarded.**

FUNDING AVAILABILITY

1. A total of \$ _____ is available for this grant year. Applicants may request up to the total amount.
- 2. EF funds are usually paid via a reimbursement process or direct to third-party. Payment may be made in advance directly to the applicant. Please contact the Treasurer regarding required documentation.**

3. Funds must be spent prior to the expiration of the grant period, unless an extension has been granted.

HOW TO APPLY

1. An outline for the grant application is attached and may also be found on the City website at <https://cms.gustavus-ak.gov>. Sample applications may also be found on the website.
2. Completed applications, including any supporting documents such as letters of support, must be submitted to the City Grant Administrator or **City Treasurer: treasurer@gustavus-ak.gov** no later than 4:00 p.m. on ~~October 31st~~ **September 30th for a Grant Application Preliminary Review.**
3. ~~The preferred process for application format submissions is typed, PDF format, and emailed to the City Treasurer.~~
By October 14th, the City Administrator and Treasurer will return your application by email with any suggested recommendations for meeting the eligibility criteria.
4. **The cut off for final submission of all applications** The application (is due by October 31st. Please submit **your final draft** of the application to City Hall by that date. In the first week of November, Applicants will receive an email confirming receipt of their application
5. **A Working Group will be established by the Mayor, using local community members, to review your application. You will be notified about the date and time for Group meeting. Please attend either in person or via Zoom. You will be given five (5) minutes to present your project and answer any questions. Applicants who are unable to attend due to special circumstances may request a separate meeting with the Working Group to present their project.**
6. ~~In the first week of November, Applicants will receive an email confirming receipt of their application and eligibility determination.~~

SELECTION PROCESS

- a. Proposals will be scored by the EFG **Working Group, consisting of 3-7 community members and the City Treasurer who will serve in an advisory capacity. Scoring will be** based on the following criteria:
 1. Project Description (up to 25 points) Need for project: broad community benefit and value; demonstrated ability to effectively manage the proposed project; a link to City's published goals
 2. Project Goals and Objectives (up to 25 points) Defined objectives with milestones that demonstrate progress; realistic and achievable timeline
 3. Budget (up to 25 points) Detailed expenditures; well planned, researched and presented
- b. Proposals must receive a minimum of 50 points to be considered for award.

In early November, Applicants with qualifying applications will be invited via email to a special November work session where Work Group members might ask clarifying questions of the Applicant. Applicants are encouraged to attend (ideally in person, though audio teleconference is also available) and be prepared to respond to council

member questions. Each Applicant will be given five minutes to give a short presentation of their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the Work Group to present their project.

The EFG Work Group will present their recommendations to the full Council at the December Work Session. Applicants are encouraged to attend this meeting, **present your project (5 minutes)** and to answer any questions the full council may have. **If there are not questions for the Applicants, it will just be a listening session for the Applicants.**

The full council will vote to award funding at the December General Meeting

Some Language below is also in the Policy and Procedure docs we have been working on.

Final Council selection and award of grant funding will take place at the General Meeting the 2nd week of December. **The City Council will consider the recommendations made by the Working Group using the same rubric received and utilized by the Working Group.**

APPLICATION MODIFICATION

If awarded, minor grant application modifications that do not alter the goal of the project will be considered. All modifications will be submitted to the City Administrator in accordance with the City's Policy and Procedures. (See P&P _____)

REPORTING

- a. Grant recipients are required to submit monthly progress reports until the final report is submitted. A final report is due by December 31st **of the following year.**
- b. A monthly progress report form will be included with the award letter. Monthly reports should describe the progress being made such as milestones met, objectives achieved, expenditures to date, etc.
- c. The final report will include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people reached, or served, by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.
- d. Ten percent (10%) of the grant funds will be withheld until the final report is received.
- e. Unused materials, equipment, or items not used for the project purchased with grant funds, will require immediate reimbursement to the City.

(Year) Endowment Fund Grant

Application Outline

1. Project Summary (1-2 paragraphs)

Total Amount Requested \$ _____

Give a brief, general description of how the funds will be used.

2. Brief Overview of Organization or Entity (1-2 pages)

Provide details of your organization or group including:

- a. Contact Information and Tax ID
- b. Identification and qualification of key personnel involved with implementing the project
- c. Organization's or group's relevant experience with the project
- d. Partnerships and relationships with other key organizations or people involved with the project.

3. Project Description (1-2 pages) (Selection criteria – up to 25 points)

Explain the project using the following sections:

- a. Problem Statement-describe the need for the project including supporting documentation.
- b. Community Benefit – describe how this project will benefit Gustavus and its citizens. Who will it serve?
- c. Link to City's Goals – does this project **tie in to** the City's defined goals as stated in the Strategic Plan. How?
- d. Concluding Statement – summarize why this project should receive funding and why now? Have you demonstrated that you ~~have the ability to~~ **can** effectively manage the project?

4. Project Goals and Objectives (1-3 pages) (Selection criteria – up to 25 points)

Provide a timeline for the project. Include milestones with dates you intend to use to track progress for each goal, objective or action as appropriate. Identify required funding for each section of the project's development. How will success be measured? What activities, services or capital will result? What are the obstacles (besides funding)?

5. Budget (1-2 pages)

(Selection criteria – up to 25 points)

Narrative – Provide 1-2 paragraphs describing funding partnerships, intended match use, other avenues of funding that have been explored, revenue generating aspects of the project and disposition of revenue, and strategy for funding project elements such as reimbursement, need for advance payment, etc.

Partial Funding – There is often not enough money available to fully **fund** all approved applications. If your proposal was partially funded, could you still be successful in any aspects of your project?

Budget Detail – Utilizing a Table or Spreadsheet, provide an itemized list of expenditures and the source(s) of purchase that will be funded by the requested grant, and how much match (funding from other sources). Group and prioritize in consideration of partial funding.