CITY OF GUSTAVUS, ALASKA
POLICIES AND PROCEDURES

POLICY AND PROCEDURE FOR APPLYING FOR AND AWARDING GRANTS
FROM THE ENDOWMENT FUND EARNINGS
SECTION II

POLICY:

The goal of Endowment Fund grants is to improve the quality of life for Gustavus residents and to help realize the goals expressed in the city's Vision Statement by encouraging and supporting citizen led, community-based projects. Priority for Endowment Fund grant awards shall be given to qualifying projects conducted by Gustavus-based groups or individuals. City department proposals for projects that are outside those functions authorized for the city through code ordinance (in accordance with Ordinance Title, Section 4.13.110 and 4.13.1200) shall have higher priority than those for code authorized functions. Priority may also 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 shall ensure that the steps outlined in this procedure are completed and documented.

PROCEDURE:

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

   a. Must be a local, domiciled resident(s) of Gustavus
   b. Must not be delinquent on any City taxes, forms or payments
   c. At least one (1) of the project's administrators must be at least eighteen (18) years of age.
   d. Must be proposing a specific local project that benefits the community of Gustavus.
   e. Grant funds shall not be awarded for operating expenses of the City or other organizations.
   f. Grant Funds shall not be awarded to for-profit enterprises although a non-profit organization may contract with a for-profit for services.
   g. Projects must be completed by the end of the next calendar year (unless an extension is granted) and applicants may not receive an Endowment Fund Grant (EFG) for more than three (3) consecutive funding cycles.

2. <u>Grant Application Preliminary Review</u>. Applicants interested in a preliminary review shall submit their application to City Hall by September 30th. By October 14th the City Treasurer and City Administrator will determine if the applicants have met the criteria outlined in the grant application packet. If not,

the application will be returned with suggestions, and the applicant will have the opportunity to correct and resubmit the application. All reviewed applications will be available for pickup at City Hall when the applicant is notified by the City Treasurer.

All applications are due by October 31st.

3. EFG Special Advisory Committee (EFGC) will be established at the ~~October~~ **September** General Meeting; **appointments to the committee will be made at the October General Meeting.**
   a. The EFGC will consist of the City Treasurer, serving in an advisory capacity only; and
   b. A minimum of three (3) and maximum of seven (7) Gustavus community members, who have applied to the City, have been nominated by the Mayor and approved by the City Council.
   c. No member of the EFGC shall apply for the Grant in the same year they are serving on the EFGC.

   ~~At~~ ~~this meeting~~ **Following the appointment of the committee members**, the EFGC will set a date for a special work session where Applicants with qualifying applications will be invited to give a five (5) minute presentation in person or virtually and answer any questions about their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the committee to present their project.

4. Proposals will be scored by the EFGC based on the criteria outlined in the Application packet: Before meeting, the EFGC will receive notification of the total amount of funds available for distribution, a copy of each application, and the scoring criteria. The average of the EFGC member's total 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.

5. Grant Awards. Endowment Fund Grants will be awarded at the General Meeting in December. If the Council wishes to amend the recommendations of the EFGC they must consider each award using the same scoring criteria used by the EFGC. Each recommended award will be voted on by the Council.

6. If the City does not receive any qualifying applications or none are recommended by the EFGC or awarded by the Council, the annual grant funds shall be carried forward to the next funding cycle.

7. Award Notices. Grantees shall be notified of their award within one week after the General Meeting in December. The notification will include directions for receiving payments, reporting requirements, and a reminder of the one-year deadline for the grant to be completed. Letters will be sent to unsuccessful grant applicants notifying them of award decisions and thanking them for their applications.

8. Payments. Payments for grant projects will be disbursed from the Endowment Fund checking account to the grantee, or directly to a third party, with proof of

expenses for reimbursement or advance payment. Payments shall be made within two (2) weeks of an approved request. The Treasurer may approve advance payments in special circumstances. The last 10% of the grant shall not be paid until a final report has been accepted, unless the Treasurer has granted an exception.

9. Monthly and Final Reports. The grantee shall complete 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 served by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.

10. 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 Administrator. If a monetary modification is less than or equal to five (5) percent of the total grant award, the City ~~Administrator~~ Treasurer can determine whether to make the modification after consultation with **the City Administrator and** 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.

11. Unused Granted Funds. Any unused funds from a closed grant or completed 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.

12. EFG Special Advisory Committee Continuity. To ensure continuity, at the Committee's last meeting, EFGC members will recommend one or more of its members to apply to serve on next year's Group.

13. Definitions for P&P for Awarding Endowment Fund Grants

Capital Outlay - money spent to acquire or upgrade the long-term assets of a project, which are defined as assets that are not intended to be sold. Capital outlays are expected to provide benefits beyond an accounting period

Conflict of Interest - refers to a situation where an individual's financial interests could potentially compromise their objectivity or integrity in a particular decision or situation, or a situation in which a person is in a position to derive substantial financial benefit from actions or decisions made in their official capacity

Funding Cycles - a funding cycle incorporates the application process, grant awards process and the completed grant project report

Entity - a person, city department, non-profit group, or ad hoc community group.

Expenditures - An expenditure is any payment or cost incurred for goods or services. Examples could include paying for materials, buying supplies, or purchasing a new item necessary for the success of the project.

Operating Expenses - the funds a project needs in order to run the daily operations, distinct from the costs directly tied to producing goods or services. These expenses include items like rent, utilities, salaries, marketing and insurance. Essentially, they are the costs needed to keep the business running.

Operating Funds - refers to the financial resources allocated for the ongoing day-to-day operations of an organization, whether it's a business, nonprofit, or government entity.

Resident – a local, domiciled resident

Scoring Criteria – numerically weighted values used to determine the quality of evidence on the three areas described on the Endowment Grant application; Project Description, Project Goals and Objectives and Budget

Scoping Document - a project statement that defines what will be included and/or excluded for a project and the predicted timeline of that project.

Scoring Guide - a document that includes rows of specific criteria that carries a quantity of points and/or is used to make decisions to award grant funds

Specific – a clearly defined or identified project

Gustavus Vision Statement

We envision a distinctive community…
- that prospers while, and by, protecting its natural resources,
- with a sustainable economy and infrastructure that assures public health and safety and promotes personal development and initiative,
- where all members take social responsibility and actively participate in decisions affecting growth development, regulation and enforcement,
- in which people can retain a closeness with, and caring for, each other individually and collectively, and work together to accomplish community goals while preserving community traditions.

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Sally A. McLaughin, Mayor   Date