

DATE: January 2, 2024
TO: Assembly Finance Committee
FROM: Christine Woll, AFC Chair
Angie Flick, Finance Director



105 Municipal Way
Juneau, AK 99801
Phone: (907) 586-5215

SUBJECT: FY25 Community Funding Requests

The purpose of this memo is to provide clear and written process direction for the upcoming budget process with respect to community requests for funding, collecting needed information to make a decision and finally the decision-making component of funding requests. As a reminder, at the November 29, 2023 Assembly Finance Committee (AFC) meeting, the Assembly made the decision to not move forward with a RFP process that would broadly solicit proposals from the general public, but instead work to make slight improvements to the standard budget process to provide more clear communication with the Body and the community and better focus these requests on Assembly priorities.

The CBJ currently provides most grant opportunities for community groups through agencies acting on behalf of the Assembly. This includes funding the Juneau Community Foundation (JCF), who provides social service grants focusing on: Health, Education and Income Stability and the Juneau Arts and Humanities Council (JAHC), which provides arts grants for individuals and groups. Additionally, there are a number of community organizations that receive regular, annual funding through the Manager's Recommended Budget that provide services on behalf of the CBJ ("partner agencies"). Occasionally, the organizations described above have one-time or significant requests for funding that are beyond the Manager's comfort of including in her Recommended Budget. These requests will be presented to the AFC through the Manager and placed on the FY25 Funding Pending List.

Additionally, other community groups occasionally reach out with funding requests for various projects, operations and purchases outside of the above mentioned avenues. For these community funding requests to be considered for potential inclusion in the FY25 budget, the following process will be utilized:

1. Any community grant request must have an Assembly sponsor(s). Groups are welcome to request Assembly sponsor(s) for their request via outreach to the full Assembly or to individual Assembly members.
2. It will be up to individual Assembly members to identify community grant requests they wish to sponsor. The Assembly sponsor will work with the community group to provide the AFC Chair with basic information surrounding their request (see attached Community Funding Request form).
3. The AFC Chair will work with the AFC to determine what additional information is needed in order for the Body to make a funding determination such as a specific information, letter, or presentation.
4. The Assembly sponsor will gather the necessary information and may be assisted by staff.
5. The last date to bring a sponsored request to the AFC Chair is April 10th in order to allow sufficient time to gather information to bring before the Body. Requests received after this time, will be taken up through the normal (non-budget) AFC meeting and ordinance process.
6. If presentations are required, they will be given according to the budget schedule.
7. A funding determination will not be made at time of presentation.
8. As information needed for the AFC to make a funding determination has been received, the request shall be placed on the FY25 Funding Pending List.

Throughout the budget process, requests for additional funding will be placed on the FY25 Funding Pending List. This list shall be updated regularly and provided to the AFC members at each meeting. Once all funding requests have been received (including from the Manager, empowered boards, community organizations and organizations acting on behalf of the CBJ) the AFC will make funding determinations for each request in context of the entire budget.

As always, time-sensitive opportunities may arise where community grants should be considered outside of the normal budget process, but Assembly members are strongly encouraged to bring forward funding requests during the budget process to allow for holistic budget planning.