

# CBJ ASSEMBLY GRANT PROCESS

## PARTNER ORGANIZATIONS

Assembly grants are awarded based on community need and the Assembly's goals and priorities for the fiscal year. These grants are intended to provide community support for social services, economic development, arts and culture, tourism management and promotion, recreation, energy efficiency and sustainability. Partner organizations are defined as regular recipients of grants because they are performing a function on behalf of CBJ or act as a conduit granting agency on the Assembly's behalf. This document outlines the process for status quo requests. Amounts above status quo should follow the community organization process.



### FUNDING REQUEST

Partner organizations must submit their funding request to CBJ staff in December.

In February, CBJ staff will provide the grant amount that will be included in the Manager's proposed budget.



### MEMORANDUM OF AGREEMENT

In June or July, CBJ staff will contact grant recipients with final grant amount and to begin the Memorandum of Agreement (MOA) process.

A signed MOA is required for award disbursement.



### AWARD DISBURSEMENT

Upon execution of the MOA, CBJ will disburse funds to grantee as outlined in the agreement, no earlier than July 1st.

Grant funds must be used for work completed between July 1 and June 30 of the CBJ fiscal year.



### PROGRAM UPDATES

Partner organizations may be required to present program updates during the fiscal year.

