

# CBJ ASSEMBLY GRANT PROCESS

## COMMUNITY ORGANIZATIONS

Assembly grants are awarded based on community need and the Assembly's goals and priorities for the fiscal year, and the availability of funding. There is no guarantee that funding will be available to community grants in any given 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. The Assembly prioritizes funding awards that focus on areas of extreme need in the community, including childcare and affordable housing.



### FUNDING REQUEST

Identify an Assemblymember to sponsor the request.

A sponsorship is required for the grant proposal to be considered for funding.

Assembly sponsor deadline can be found at [www.juneau.org/grants](http://www.juneau.org/grants).



### ASSEMBLY REVIEWS REQUESTS

Sponsored applications will be reviewed during the budget review process in April and May.

Grant applicants may be asked to provide additional details during the review process.



### ASSEMBLY SELECTS GRANTS TO FUND

Grant awards will be determined in May prior to final budget adoption in June.

CBJ staff will notify successful applicants with award amount.



### MEMORANDUM OF AGREEMENT

In June or July, CBJ staff will contact grant recipients 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.

