



DATE: October 29, 2024

TO: Assembly Finance Committee

FROM: Christine Woll, Assembly Finance Committee Chair
Angie Flick, Finance Director

SUBJECT: **FY26 Budget – Assembly Grant Process**

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During the FY25 budget development and review process, the Assembly Finance Committee (AFC) engaged in a new process for considering grant requests. After the budget process, the AFC reflected on what worked well and what could be adjusted moving forward. This memo addresses a few adjustments to the Assembly Grant (Community Grant) process based on last year's feedback.

First, community organizations/requests were split into two groups: Partner Agencies and Community Organizations. Partner Agencies are those organizations that regularly receive a level of funding annually and provide services on behalf of CBJ. These groups are not required to solicit status quo funding each year from the Assembly as the Manager will include this funding in her proposed budget. Community Organizations are other groups seeking financial support from the Assembly through the Assembly Grant process. Last year, the Small Business Development Center was considered a Community Organization. After a more thorough review of that group and previous support from the Assembly, they should be aligned with the Partner Agencies in the FY26 budget process.

Second, there was a desire to have a better understanding and communication of the process. Following this memo are a couple of one-pager process maps to help set expectations and create understanding of the process. One is for Partner Agencies and one is for Community Organizations. We would like to ensure each Assemblymember has this information and can easily share it with organizations that may approach you for funding. Additionally, we would like to post both of these on the Assembly Grants website (juneau.org/grants) along with other historical and relevant information.

Finally, the AFC expressed a desire to incorporate staff as Community Organizations provided necessary documentation. We are recommending this deviation from last year's process – after an Assemblymember has decided to sponsor a grant request, they provide the organization with the Community Grant Request form and direct the organization to return it to CBJ staff through the Grants@juneau.gov email address.