Ketchikan Gateway Borough

Community Grant Program Guidelines

Program Overview

The Ketchikan Gateway Borough Community Grant Program is designed to support projects and programs that meet the needs and desires of the community of Ketchikan. The Community Grant Program seeks to provide funding in an equitable and consistent manner.

The Ketchikan Gateway Borough accepts applications from organizations seeking funding for program, projects and/or services that support and promote at least one of the following areas:

- Education
- Animal Protection
- Economic Development
- Recreation
- Transportation

The overall intent of this program is to fund supplemental services and programs that enhance the community and are not currently offered by the Ketchikan Gateway Borough. The Ketchikan Gateway Borough recognizes the role of these organizations in advancing the above-stated priorities.

Program Timeline

Grant funding is prioritized and authorized through the annual Borough Assembly budgeting process. Applications must be submitted electronically in early March. Notices are not sent to past funding recipients. It is the responsibility of interested organizations to reapply during each funding cycle.

A Grant Committee will be appointed annually by the Ketchikan Borough Mayor and confirmed by the Ketchikan Gateway Borough Assembly. The committee will be comprised of two Ketchikan Gateway Borough Assembly Members and three at-large members of the community.

The Ketchikan Gateway Borough will establish a total dollar amount available for grant funding at its annual Assembly Policy Session.

In late March or early April, the Grant Committee will review all community grant applications and make funding recommendations to the Ketchikan Gateway Borough Assembly. The funding recommendations would be included in the Draft Borough Budget, which is introduced the first Assembly meeting in May. Grant amounts may be amended by the Assembly during the introduction or adoption of the Borough Budget.

The Grant Committee would schedule an additional meeting prior to the end of the calendar year to review progress reports and reimbursements paid to grantees. All program materials are available at http://www.borough.ketchikan.ak.us/860/Community-Grants.

Funding Criteria

The Grant Committee will base its funding recommendations to the Assembly on the initial total grant funding available as established by the Assembly and the following criteria:

- Does the history, mission and program purpose align with Ketchikan Gateway Borough priorities?
- Does the requesting organization have the funding, infrastructure, knowledge and experience to meet the stated objectives?
- To what degree does the proposed program address a potential unmet need related to the identified Ketchikan Gateway Borough categories?
- Are proposed measurements to evaluate the success of the program well defined?
- Is the request proportionate with expected benefits?
- If the organization was not funded the year prior, did the entity:
    - Provide proof of IRS tax exempt status and/or non-profit certificate of incorporation with State of Alaska?
    - Provide a current capital and/or operational budget that is sustainable and realistic?
    - Provide proof of success in securing other funding sources?
- If the organization was funded the year prior, did the entity:
    - Comply with all Borough grant reporting requirements in a timely fashion?
    - Meet proposed outcomes and metrics in its prior application with supporting data?

Applicant Eligibility

To be eligible for support:

1. Applicants must be a non-profit organization in good standing with the IRS, State of Alaska and Ketchikan Gateway Borough.
2. The proposed program/service must provide significant, measurable and direct services to Ketchikan Gateway Borough residents, businesses and/or visitors.

3. The proposed programs, projects and/or services must support or promote at least one of the following categories: education, animal protection, economic development, recreation and/or transportation.
4. The organization submitted all required documentation prior to the application deadline.

Grant Reporting

Organizations awarded grants of $0-$4,999 are required to fill out a Borough Community Grant Final Report Form, which is due with the submission of the final reimbursement request but no later than July 31st of the following year.

Organizations awarded grants of $5,000 or more are required to submit progress reports during the first, second and third quarters whether funds were expended that quarter or not. In lieu of a fourth quarter report, organizations awarded grants of $5,000 or greater are required to submit a Community Grant Final Report Form by July 31.

The reporting deadlines are as follows:

First Quarter (July-September): October 31

Second Quarter (October-December): January 31

Third Quarter (January-March): April 30

Borough Community Grant Final Report: July 31

For organizations awarded grants of $5,000 and greater, the first, second and third quarterly reports shall be a maximum of two pages and include the following information:

- If the grant request was for a capital project, describe the status of the project. What activities towards completion of the project occurred during the quarter?
- If the grant request was for operational expenses, provide a description of the services provided during the quarter and an explanation of how many individuals and what population was served?
- An update on progress towards goals and objectives included in the organization's grant application.

Organizations receiving grants must provide required grant reports prior to submitting or as part of the following year's grant application.

The Borough Community Grant Final Report Form includes but is not limited, the following request for information:

- Program results utilizing metrics evaluating the success of the program as included in the original application
- The program impacts/benefits to the community

- A description of the program's accomplishments including one example or story that illustrates its success