

FY 2017 DENALI BOROUGH MATCHING GRANT APPLICATION



Entity Name: _____

Project Name: _____

Borough funds requested \$ _____

Local Match \$ _____

FILING DEADLINE:

Grant application must be received in the Borough office or postmarked no later than

4:00 PM March 1, 2016

RETURN TO:
DENALI BOROUGH
.5 MILE HEALY SPUR ROAD
PO BOX 480
HEALY, AK 99743
PHONE: (907) 683-1330 FAX: (907) 683-1340
Hours: Monday – Thursday
9:00 am – 4:00 pm

General Information and Instructions

PURPOSE

Denali Borough Code Chapter 3.21 provides for a matching grant program specifically targeting local projects that benefit citizens of the Denali Borough, and provides for a special committee to recommend grant awards as funding allows.

MATCHING GRANT PROGRAM GUIDELINES

The Denali Borough Matching Grant Program shall follow the guidelines as listed below:

1. Up to three awards may be granted annually dependent upon financial availability.
2. Grant projects must be administered by an eligible nonprofit organization. Applicants must be an established nonprofit organization within the State of Alaska. Association by-laws and verification of State of Alaska nonprofit status must be included with application packet.
3. Grants are subject to an application process. A grant application must have a minimum request of \$5,000 and may not exceed \$20,000.
4. A twenty percent (20%) cash match by the applicant is required. The 20% match must be reported quarterly with receipts provided, and may not be used for labor costs or travel expenses. Proof must be furnished that the 20% cash match is not provided by funding from the Denali Borough. In-kind donations do not qualify toward the 20% match.
5. Grant applications must be received at the Borough office or postmarked no later than 4:00 pm March 1. Incomplete or late applications will not be forwarded to the matching grant selection committee.
6. Agencies receiving other grants or monies from the Denali Borough may apply for the matching grant program. Proof must be furnished that all matching funding is not coming directly from any revenue received from the Denali Borough.
7. The program will serve Denali Borough residents without regard to sex, heritage, or race.
8. The program will not be funded retroactively.
9. Grants will not be awarded for administrative costs, operational costs of programs, or salaries and benefits related to direct services.
10. All promotional or printed material for any program funded through this grant must include the following statement: "This program is partially funded by the Citizens of the Denali Borough."
11. All programs are subject to Denali Borough financial audits per DBC 3.20.045.
12. The committee will make, by separate resolutions, recommendations to the assembly of its choices of grant recipients and will be subject to a yea or nay vote only.
13. All grants are subject to an application process on file at the Borough office. Incomplete applications will not be forwarded to the grant committee.
14. Any agency that has previously applied for and was awarded a grant under this chapter but failed to meet the obligations of the program shall be disqualified for a period of two years. Agency may also be subject to civil action for recovery of any grant monies that may have been dispensed.

Applications must be received in the Denali Borough office or postmarked no later than 4:00 pm, March 1, 2016. If application is chosen, funding will be available after July 1, 2016. Early return of applications will give Borough staff time to ensure application information is complete and ready for committee review. If incomplete applications are submitted and not corrected by the above deadline, funding will be denied for the requesting jurisdiction.

GRANTEE OBLIGATIONS

1. All grant recipients shall submit, within twenty (20) days of the end of the quarter (Sept 30, Dec 31, Mar 31, Jun 30), a financial report detailing grant activity, 20% match, and associated receipts.
2. The Denali Borough reserves the right to, upon thirty (30) days written notice, conduct a financial audit itself or through its agent, of the grantee and the project for which the grant was given.
3. All promotional or printed material for any project funded must include the following statement: "This project is partially funded by the Citizens of the Denali Borough."
4. Proof of project completion is required with final grant reports (photos, affidavit, etc.). Lack of proof of completion will be considered failure to meet the obligations of the program.

OTHER STIPULATIONS

1. The performance period for projects will be twelve (12) months beginning July 1, 2016.
2. Organizations that are found to discriminate in their provision of service and/or hiring based on age, race color, religion, sex or national origin or other criteria shall be required to return any grant awards, and may be rendered ineligible for future support.

3. The Denali Borough will not support any project which requires exposure, adherence to, or conversion to any doctrine in order to be a beneficiary of the project. As an example, a direct service project run by a faith-based organization may be eligible, provided that the project's beneficiaries are not encouraged or required to learn about, adhere to, or convert to that organization's doctrine as a condition of receiving service from the project.
4. Grant projects shall be dedicated to public purposes for their useful life.
5. If the grantee's nonprofit organization dissolves, the grantee shall offer, without compensation, to transfer ownership of such equipment or facilities to the Denali Borough. The assets and liabilities from the grant project are to be distributed according to statutory laws, AS 10.20.290 - 10.20.452.

FAILURE TO COMPLY

1. Any agency previously awarded a grant under DBC 3.21.060 that failed to meet the obligations of the program shall be disqualified from any borough grant program for a period of three (3) years.
2. An agency failing to meet the obligations of the program shall also be subject to civil action for recovery of any grant monies dispensed.
3. Failure to submit quarterly reports will result in suspension of grant payment until the delinquent quarterly report is received by the Borough. Any expenses incurred during a period of suspension will not be reimbursed.
4. Failure to submit a quarterly report within ninety (90) days of the end of a quarter (Sept 30, Dec 31, Mar 31, Jun 30), will be considered failure to meet the obligations of the program as described in C of this section, and will result in termination of grant.

Please read the application carefully and respond in the spaces provided. Refer to the enclosed guidelines and DBC 3.21 (available online at <http://www.denaliborough.govoffice.com> or upon request) to complete the application. These guidelines contain important information essential to the review process.

ENTITY INFORMATION

Name of Entity: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Manager Name: _____

Project Manager Phone: _____

Project Manager Email Address: _____

Entity's Mission Statement: _____

_____ is an active organization within the Denali Borough.

(entity name)

BUDGET (If more space is required, please attach a separate sheet.)

Total Project Cost: _____

Projected Revenue and Funding Sources – (Specify each funding source for the project)

<u>Source:</u>	<u>Amount:</u>
Denali Borough	\$ _____ (Requested Amount)
_____	\$ _____ (Required Cash Match)
_____	\$ _____ (Other sources of revenue)
_____	\$ _____ (Other sources of revenue)

Proposed expenditures – Specify expenditures for this project with enough detail to clearly explain what is being proposed: include hardware, materials, equipment, professional services, and any other related expenses. Please be sure to provide quotes or other documentation to explain each item. Do not include sales tax in your calculations. No project expenses may be incurred until after approval date and signing of funding agreement. Use separate sheet if necessary.

Description of Budget Items	Funding Sources to be Used	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Budget: _____

Explain how the cost estimate was developed and provide any additional budget information that will assist the review committee in evaluating the project: _____

PROJECT MAINTENANCE

Describe the on-going maintenance plan for the project, including maintenance methods: _____

CERTIFICATION

I, the undersigned, being a duly elected member of the entity named herein, do hereby attest that the information contained above and attached to this application is correct and complete to the best of my knowledge.

(Signature/Title) _____ (Date)

APPLICATION CHECKLIST:

- Complete Application
- Copy of State of Alaska Incorporation: Nonprofit Certificate
- Minutes of meeting where project was discussed and approved
- List of board members, including addresses and phone numbers
- Fiscal year 2015 budget with Balance Sheet
- Bylaws
- Detailed accounting of expenditures of Denali Borough funds received in prior calendar year (DBC 3.20.045)
- Current fiscal year fundraising activities. (show what the fundraising activity was and amount of money brought into your organization.)