

**GUSTAVUS ENDOWMENT FUND GRANT (EFG)  
APPLICATION PACKET**

**IMPORTANT DATES**

Grant Applications Open	July 1 <sup>st</sup>
Applications Submitted to City for Review	Sept. 30
EFG Advisory Committee Established	October General Meeting
City Preliminary Review Complete	October 14 <sup>th</sup>
Completed Application Due	October 31 <sup>st</sup>
EFG Advisory Committee Meeting	TBA
Applicants to meet with EFG Advisory Committee	TBA
Committee meets with City Council	Dec. Work Session (1 <sup>st</sup> Tuesday in December)
Awards Announced and Funded	Dec. General Meeting (2 <sup>nd</sup> Tuesday in December)
Grant Period Begins	January 1 <sup>st</sup>
Grant Completion & Final Report Due Following Year	December 31 <sup>st</sup>

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**ELIGIBILITY REQUIREMENTS**

Grants may be awarded to city departments, local non-governmental organizations or other local entities. To be eligible, the applicants:

1. Must be local, domiciled resident(s) of Gustavus
2. Must not be delinquent on any City taxes, forms or payments
3. At least one (1) of the project's administrators must be at least eighteen (18) years of age.
4. Must be proposing a specific local project that benefits the community of Gustavus.
5. Grant funds shall not be awarded for operating expenses of the City or other organizations.
6. Grant Funds shall not be awarded to for-profit enterprises although a non-profit organization may contract with a for-profit for services.
7. Projects must be completed by the end of the next calendar year (unless an extension is granted) and applicants may not receive an Endowment Fund Grant (EFG) for more than three (3) consecutive funding cycles.

**FUNDING AVAILABILITY**

1. A total of \$ \_\_\_\_\_ is available for this grant year. Applicants may request up to the total amount.
2. EFG funds are usually paid via a reimbursement process or direct to a third party. Payment may be made in advance directly to the applicant. Please contact the Treasurer regarding required documentation.
3. Funds must be spent prior to the expiration of the grant period, unless an extension has been granted.

## HOW TO APPLY

1. An outline for the grant application is attached and may also be found on the City website at <https://cms.gustavus-ak.gov>. Sample applications may also be found on the website.
2. Completed applications, including any supporting documents such as letters of support, must be submitted to the City Administrator or City Treasurer: [treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov) no later than 4:00 p.m. on September 30<sup>th</sup> for a Grant Application Preliminary Review.
3. The preferred application format is typed, PDF format, and emailed to the City Treasurer. By October 14<sup>th</sup>, the City will return your application by email with any suggested recommendations for meeting the eligibility criteria.
4. The cut-off for final submission of all applications is October 31<sup>st</sup>. Please submit your final draft of the application to City Hall by that date. In the first week of November, applicants will receive an email confirming receipt of their application.
5. An Advisory Committee of community members will review your application. You will be notified about the date and time for the Committee meeting. Please attend either in person or virtually. You will be given five (5) minutes to present your project and answer any questions. Applicants who are unable to attend due to special circumstances may request a separate meeting with the Advisory Committee to present their project.

## SELECTION PROCESS

Proposals will be scored by the Advisory Committee, consisting of 3-7 community members and the City Treasurer who will serve in an advisory capacity. Scoring will be based on the scoring rubric provided by the City Council.

The average of the Committee member's total scores will be the application's final score from the Committee. Proposals must receive a final score of at least 50 points to be considered for the award.

The EFGC will present their recommendations to the full Council at the December Work Session. Applicants are encouraged to attend this meeting.

The full council will vote to award funding at the December General Meeting. If the council wishes to re-evaluate the recommendations of the Committee, they must use the same Scoring Criteria as the Committee.

Final Council selection and award of grant funding will take place at the General Meeting the 2<sup>nd</sup> week of December.

## APPLICATION MODIFICATION

Minor grant modifications that do not alter the goal of the project or cause expenses to exceed the awarded total will be considered. All modifications should be submitted to the City Administrator.

## **REPORTING**

- a. Grant recipients are required to submit monthly progress reports until the final report is submitted. A final report is due by December 31<sup>st</sup> of the following year.
- b. A monthly progress report form will be included with the award letter. Monthly reports should describe the progress being made such as milestones met, objectives achieved, expenditures to date, etc.
- c. The final report will include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people served, by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.
- d. Ten percent (10%) of the grant funds will be withheld until the final report is received, unless the Treasurer has granted an exception.
- e. Unused materials, equipment, or items not used for the project purchased with grant funds, will require immediate reimbursement to the City.



## Endowment Fund Grant Application

<b>Individual Project Applicant —Please enter your information</b>	
Name:	
Address:	
Contact Phone Number:	
Contact E-mail Address:	
<b>Organization &amp; Project Contact Information—Please enter your information (this portion does not need to be filled out for individual applicants.)</b>	
Organization Name:	
EIN Number:	
Executive Director:	
Contact Name:	
Contact Title:	
Organization Address:	
Contact Phone Number:	
Contact E-mail Address:	
Website Address:	

<b>Project Information Overview—Please provide the following information</b>	
Date:	
Project Title:	
Duration of Project or Tentative Start and End Dates:	
List Committed and Potential/Anticipated Partners/Collaborators on Project, if any:	
Approximate Amount to be Requested :	
If applicable, Estimated Amount Committed, Requested or to be Requested from Other Sources:	
Estimated Total Project Amount:	

**Project Overview:** *Describe your project. Explain the current situation, the need for your project, and who in the community will benefit. How does this project tie into the City's Vision Statement?*

**Please answer the following questions:**

**Why is the project needed now?**

**Are the results long lasting?**

**Are there any obstacles and how do you plan to account for them?**

**Will the project need long term funding such as maintenance, supplies and upkeep and how will that be addressed at the end of the grant cycle?**

**Other information:** Please provide any additional information that you believe we should know about the project, yourself or your organization, (you are not required to fill out anything here).

## PROJECT INFORMATION, BUDGET AND TIMELINE

**Please list the start and end date of major milestones and the responsible party. Please include additional pages if necessary.**

[illegible]



**Additional Budget Information:**

**Provide 1-2 paragraphs describing any possible funding partners or avenues for additional funding (e.g., matching funds, fundraising, private donations) that you have explored. Are there any aspects of the project that could be completed if were awarded partial funding?**

**Budget Detail – Using the table below provide an itemized list of expenditures and what will be funded by the requested grant.**

[illegible]

Matching Funding(if applicable):

Sources of other funds –name and list each source of revenue	Expense/Purchase	Amount
<b>TOTAL</b>		<b>\$</b>

<b>Endowment Fund Grant Scoring Matrix</b>				
	<b>Up to 10 pts</b>	<b>Up to 15 pts</b>	<b>Up to 25 pts.</b>	<b>Score</b>
<b>City Vision</b>	Links to City Vision Statement	Advances City Vision/Mission	Will provide broad Community Benefit, well defined	
<b>Community Benefits</b>	Clearly defined need and timeliness	Serves larger group with lasting effects	Serves multiple groups, over longer time	
	<b>Up to 5 pts.</b>	<b>Up to 10 pts.</b>	<b>Up to 15 pts.</b>	<b>Score</b>
<b>Methods</b>	Provides realistic objectives, milestones, obstacles addressed	Project success is well defined, realistic, and achievable	Progress reporting is structured with definite timelines	
<b>Budget</b>	Clearly explained, cost appropriate, reasonable expenditures	Well researched, detailed and comprehensive expenditures	Considers partnerships matching funds, partial funding	
			<b>Total</b>	

List of Criteria to consider for awarding points using the above matrix and aligned with EFG requirements:

- Well defined need for project?
- Broad community benefit and definition of who benefits?
- Link to City Vision Statement?
- Description of why project is needed now?
- Defined objectives with milestones that demonstrate progress?
- Realistic and achievable timelines?
- Success of the project is defined and realistic?
- Obstacles are defined and accounted for?
- Are the project's results long-lasting?
- Well researched and explained?
- Detailed and comprehensive expenditures?
- Considers matching funds partnerships and possibility of partial funding?