



City of Gustavus

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Gustavus, Alaska 99826

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<https://cms.gustavus-ak.gov/>

Announcement of Endowment Fund Grant Application Period

Fiscal Year 2024

Date: September 5, 2023

The City of Gustavus invites grant applications from Gustavus community organizations and City of Gustavus departments for discrete projects of broad community value to be funded by available proceeds of the City of Gustavus Endowment Fund. An application packet and outline are attached. Copies of this announcement and the application packet and outline are also available on the City of Gustavus website, at City Hall, or by email from the City Treasurer at treasurer@gustavus-ak.gov.

Application Deadline: Applications must be received by 4:00pm Tuesday, October 31, 2023.

Grant funding available: \$10,000.00 is the total available for grant funding from the Endowment Fund during Fiscal Year 2024, per Gustavus City Council motion August 14, 2023.

Note: Per Resolution CY19-14 passed by the Gustavus City Council on June 10, 2019, the application, selection process, and final report procedure are attached. Please read the application packet carefully. For applicants who have received endowment fund grants in the past, please note **applicants may not receive an EFG award more than three consecutive years.**

Application Procedure: Applicants must submit an application following the packet and outline instructions. They may attach any additional descriptive and supportive materials they deem necessary. Applications may be emailed, mailed or hand delivered to City Hall during business hours Mon.-Thurs. 9am-4pm and Fridays 9am-3pm or deposited in the mailbox outside the front door of City Hall at any hour.

Selection Criteria:

- Project Description (up to 25 points)– Need for project; broad community benefit and value; demonstrated ability to effectively manage the proposed project; link to City’s goals
 - Project Goals and Objectives (up to 25 points)- defined objectives with milestones that demonstrate progress; realistic and achievable timeline
 - Budget (up to 25 points) – detailed expenditures; well planned and researched and presented
- Proposals must receive a minimum of 50 points to be considered for award.

Signed,

Mayor, City of Gustavus

2023 ENDOWMENT FUND GRANT (EFG) APPLICATION PACKET

IMPORTANT DATES:

| | |
|--|--|
| Applications Due - | October 31, 2023 before 4pm |
| Council EFG work group session with applicants – | mid -November date & time to be determined |
| EFG work group recommendations to full council – | December 4, 2023 at 6pm |
| Awards Announced - | December 11, 2023 at 7pm |
| Project Period Begins - | December 12, 2023 |
| Final Report Due- | December 31, 2024 |

ELIGIBILITY REQUIREMENTS

Grants may be awarded to city departments, non-governmental organizations or other local entities.

To be considered eligible, the applicants:

1. Must not be delinquent on any City taxes, forms or payments
2. Must be Gustavus residents
3. Must be at least sixteen years of age (at least one of the project's administrators)
4. Must be proposing a discrete local project
5. Applicants may not receive an EFG award more than three consecutive years

FUNDING AVAILABILITY

A total of \$10,000.00 is available for this grant year. Applicants may request up to the total amount.

EFG funds are not intended to be used for operating expenses.

EFG funds are paid via a reimbursement process or direct to third-party. Payments may be made in advance in special circumstances.

Funds must be spent prior to the expiration of the grant period, unless an extension has been granted.

HOW TO APPLY

An outline for the grant application is attached and may also be found on the city website at <https://cms.gustavus-ak.gov>.

Completed applications, including any supporting documents such as letters of support, must be submitted to the City Grant Administrator: treasurer@gustavus-ak.gov no later than 4:00 p.m. on October 31st.

Preferred process for application submissions is typed, PDF format, and emailed.

In the first week of November, Applicants will receive an email confirming receipt of their application and eligibility determination.

SELECTION PROCESS

Proposals will be scored by the EFG work group, consisting of at least three city council members, based on the following criteria:

- **Project Description** (up to 25 points)– Need for project; broad community benefit and value; demonstrated ability to effectively manage the proposed project; link to City's goals
- **Project Goals and Objectives** (up to 25 points)- defined objectives with milestones that demonstrate progress; realistic and achievable timeline
- **Budget** (up to 25 points) – detailed expenditures; well planned and researched and presented

Proposals must receive a minimum of 50 points to be considered for award.

In early November, Applicants with qualifying applications will be invited via email to a special November work session where EFG work group members might ask clarifying questions of the Applicant. Applicants are encouraged to attend and be prepared to respond to council member questions. Each Applicant will be given five minutes to give a short

presentation of their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the EFG work group to present their project.

The EFG work group will present their recommendations to the full council at the December Work Session. Applicants are encouraged to attend this meeting to answer any questions the full council may have. If there are not questions for the Applicants, it will just be a listening session for Applicants.

The full council will vote to award funding at the December General Meeting.

APPLICATION MODIFICATION

If awarded, minor grant application modifications that do not alter the goal of the project will be considered. All modifications will be submitted to the City Treasurer for consideration in accordance with the City's policy and procedures.

REPORTING

Grant recipients are required to submit monthly progress reports until the final report is submitted. A final report is due by December 31.

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.

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 reached (served) by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.

10% of the grant funds will be withheld until the final report is received.

Unused materials, equipment, or items not used for the project, purchased with grant funds, will require immediate reimbursement to the City.

2023 Endowment Fund Grant

Application Outline

I. Project Summary (1-2 paragraphs)

Total Amount Requested: \$ _____

Give a brief, general description of how the funds will be used.

II. Brief Overview of Organization or Entity (1-2 pages)

Provide details of your organization or group including:

- Contact Information and tax ID
- Identification and qualification of key personnel involved with implementing the project
- Organization's or group's relevant experience with the project
- Partnerships and relationships with other key organizations or people involved with the project

III. Project Description (1-2 pages) (Selection criteria – up to 25 points)

Explain the project using the following sections:

- **Problem Statement** – describe the need for the project including supporting documentation.
- **Community Benefit** – describe how this project will benefit Gustavus and its citizens. Who will it serve?
- **Link to City's Goals** – Does this project tie into the City's defined goals as stated in the strategic plan? How?
- **Concluding Statement** – summarize why this project should receive funding and why now? Have you demonstrated that you have the ability to effectively manage the project?

IV. Project Goals and Objectives (1-3 pages) (Selection criteria – up to 25 points)

Provide a timeline for the project. Include milestones with dates you intend to use to track progress for each goal, objective or action as appropriate. Identify required funding for each section of the project's development. How will success be measured? What activities, services or capital will result? What are the obstacles (besides funding)?

V. Budget (1-2 pages) (Selection criteria – up to 25 points)

- **Narrative** - Provide 1-2 paragraphs describing funding partnerships, intended match use, other avenues of funding that have been explored, revenue generating aspects of the project and disposition of revenue, and strategy for funding project elements such as reimbursement, need for advance payment, etc.
- **Partial funding**- There is often not enough money available to fully all approved applications. If your proposal was partially funded, could you still be successful in any aspects of your project?
- **Budget Detail** - Utilizing a Table or Spreadsheet, provide an itemized list of expenditures and the source(s) of purchase that will be funded by the requested grant, and how much match (funding from other sources). Group and prioritize in consideration of partial funding.