**Municipality of Anchorage**

**Girdwood Parks & Recreation**

**Non-Profit Recreation Organization Grant Funding Information**

**BUDGET YEAR 2020**

**APPLICATION INSTRUCTIONS:**

Application for funding is competitive. The total amount of funding requested is expected to exceed the amount of money available. A detailed application containing a comprehensive proposal and realistic funding request is essential.

Please review the entire packet of forms, including the attached criteria and process information sheets, before starting your application. The application forms are self-explanatory. Do not omit any of the requested information or required attachments. If an item does not apply to your program, note “N/A” for that item. A checklist is attached in this packet for your use.

Six (6) copies of your complete **TYPED** (**minimum font size 10**) application packet must be received (not postmarked) by 3:00PM on Friday, June 21, 2019. Grant requests will be announced at the July 15, 2019 GBOS regular meeting. A GBOS Non-Profit Grant Work Session will be scheduled and applicants will be advised of the date. You or your representative is required to attend this work session. You will be given approximately 5 minutes to present your application to GBOS, followed by Q&A time from the public and the board. Additional discussion will take place during the September 16, 2019 GBOS regularly scheduled meeting and a final vote will likely be held at that meeting. While you are not required to attend the meeting, you are welcome.

Please note: Failure to comply with the required number of packets, incomplete applications, or missed deadline will be grounds for rejection of the application.

Mail Applications to:

 Girdwood Parks & Recreation

 Attn: GBOS Non-Profit Rec Grants

 PO Box 390

 Girdwood, AK 99587

Or hand-deliver to:

 Girdwood Parks & Recreation

 250 Egloff Drive, Office located next to the Girdwood Community Room.

NOTE: If, at any time during the grant process, point of contact, address, phone numbers, and/or email address changes, it is the responsibility of the grant requestor to contact the Girdwood Parks and Recreation Office with current information. Don’t get penalized due to out-of-date information.

**Six (6) sets of your typewritten application are due by 3:00 p.m. on Friday, June 21, 2019. NO EXCEPTIONS.**

**Applications mailed in must be RECEIVED, not postmarked, by Girdwood Parks & Recreation by June 21, 2019.**

**Girdwood Parks & Recreation**

**Non-Profit Recreation Organization**

**Grant Funding Program**

The Parks and Recreation Department strives to ensure that comprehensive and diverse recreation programs and activities are made available to the community. The objective of this grant program is to provide funding assistance to non-profit organizations to operate a variety of quality recreation programs.

**How do we define recreation?**

Recreation: Consists of leisure time activities that contribute to healthful living.

 Enhances participation and skill-building.

 Instills positive personality characteristics.

 Expands one’s interests and increases quality of life.

Eligible programs fall into one or more of the following categories:

1. Enable citizens to participate in recreation activities. Grant funds will be specifically used to:
	1. Provide scholarships to individuals, or
	2. Directly result in a quantifiable fee reduction to the participant.

1. Expand existing recreational programming. The grant funded program will fill a need in the community that:
	1. Can’t be met by the Municipality as effectively or efficiently, or
	2. Is not currently being met by another agency in the community.
2. Depending upon the level of funding available, the following will be considered on a limited basis:
	1. Innovative unique programs requiring seed money.
	2. One time special recreational opportunity for the community. Additional grant funds will not be solicited in the future.

**Restrictions on this funding:**

1. The organization must have obtained non-profit status recognized by the State of Alaska before a contract can be executed. Informal associations are not eligible for grants.
2. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.
3. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
4. The intent is to supplement your budget, not to fund your program in total. It should be noted that funding is provided, in full, within a reasonable period upon execution of the contract.
5. Grants are for direct program expenses only, such as program supplies, equipment or facility rental for program activities, program staff wages (to a limited degree), program travel expenses within the Anchorage area, etc.
6. Grant funds may not be used for general operating or administrative expenses of your organization, such as administrative personnel expenses, non-program space rent or utility costs, liability insurance, office supplies, audit or legal fees, fund-raising expense, etc.
7. Recreation programming is the goal; grant funds are not to be used for construction activities or capital equipment.

NOTE: This is not intended to be a closed list, but rather a sampling of the key restrictive parameters.

**Insurance Requirements for grant recipients:**

A. Certificate of Insurance naming the Municipality of Anchorage as Additional Insured and Waiver of Subrogation must be in effect during the entire contract period. Additionally, programs that work with youth or other at risk populations are required to carry sexual molestation coverage.

**Minimum Insurance Requirements**:

1. $500,000 Worker’s Compensation and Employer’s Liability as required by Alaska Law.
2. Commercial Automobile Liability per occurrence in the amount of $500,000 single limit to include: owned, hired and non-owned
3. Comprehensive General Liability in the amount of $1,000,000 combined single limit to include:
	1. Premises operations
	2. Products and completed operations
	3. Blanket contractual
	4. Broad form property damage
	5. Independent contractors
	6. Personal injury coverage

B. Each policy of insurance required by this section shall provide or a faxed copy of insured’s cancellation notice, within two (2) business days of receipt, to the Municipality of Anchorage.

C. With the exception of Worker’s Compensation, each policy shall name the Municipality of Anchorage as an additional insured and the actual policy endorsement shall accompany each Certificate of Insurance.

D. General liability and Automobile policies shall be endorsed to waive all rights of subrogation against the Municipality of Anchorage by reason of any payment made of claims under the above coverage. This policy endorsement should accompany each Certificate of Insurance.

**Evaluation Criteria** – The Grant Review Committee will evaluate your application based on:

1. Purpose of the Program:

What demonstrated community need is being met? What is the impact on the community if this program is not provided? What other programs/agencies exist to meet this need? How do they compare to this program?

1. Management of the Program:

Does your application show effective management of financial and human resources? Are there appropriate technical skills and knowledge of this program service? Is it fiscally responsible? Does it have a proven ability/track record?

1. Community Support of Program:

Are the following elements evident in your application? Strong participation, volunteer services, financial support from other funding sources such as private and corporate contributions, user fees, in-kind donations?

1. Specifics of Program:

Target population – who benefits from your program? Is it cost-effective? Did you include a well thought out concept and organized plan of action? Does it include measurable results? Is this a recreation oriented program?

1. Appearance:

Is your application neat? Did you keep your application at 6 pages? Applications in excess of 6 pages will be returned. Please be concise and complete in your application.

**Girdwood Parks & Recreation**

**Non-Profit Recreation Organization**

**Application Checklist**

This checklist is simply for your use in preparation of your application packet. It is not part of the packet to be copied and submitted. You are encouraged to check and double-check your facts and figures prior to making your copies. Packets that omit any of the requested information or that contain errors in calculations WILL BE RETURNED TO THE APPLICANT for correction and resubmission. The ensuing delay may jeopardize your application for funding.

A COMPLETE APPLICATION PACKET INCLUDES:

\_\_\_\_\_ Funding Request/Certification Form (page 1)

\_\_\_\_\_ Program Information Form (pages 2-4)

\_\_\_\_\_ Operating Expenses of Proposed Program/Budget Form #1 (page 5)

\_\_\_\_\_ Funding Sources for Proposed Program/Budget Form #2 (page 6)

**REMINDER**: You must submit SIX COMPLETE TYPED PACKETS before the deadline.

**Deadline: Received by**

**(*not postmarked by*)**

**3:00 p.m.**

**Friday, June 21, 2019**

**(No Exceptions)**