

MUNICIPALITY OF ANCHORAGE

GIRDWOOD PARKS & RECREATION

Non-profit Recreation Organization Grant Funding Information

BUDGET YEAR 2013

APPLICATION INSTRUCTIONS

Application for this 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.

Seven (7) copies of your complete **TYPED** application packet must be received (not postmarked by) 3:00pm Thursday, June 28, 2012. Grant requests will be announced at the August GBOS regular meeting. A GBOS Non-Profit Grant Work Session date will be announced in July. You or your representative are required to attend this Work Session. You will be given approximately 5 minutes to present your application to GBOS. Discussion will take place during the September 17 GBOS regularly scheduled meeting and a final vote will be held at the October 15th GBOS meeting. While you are not required to attend these 2 meetings, you are welcome.

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

Mail to:*

Girdwood Parks and Recreation
Attn: Jonnie Lazarus
P.O. Box 390
Girdwood AK 99587

Or deliver to:

250 Egloff Dr
Girdwood (Parks and Rec/GBOS Office)

If, at any time during the grant process, point of contact, address, phone numbers, e-mail 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 Don't get penalized due to out of date information.

Seven sets of your typewritten application packet are due by 3:00pm on Thursday, June 28, 2012. NO EXCEPTIONS!

****Applications mailed in must be received by Girdwood Parks & Recreation June 28, 2012, not postmarked by.***

GIRDWOOD PARKS AND RECREATION NON-PROFIT RECREATION ORGANIZATION GRANT FUNDING PROGRAM

The Parks and Recreation Department strives to insure 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 motor and social skills.
 - * Emphasizes participation and skill building.
 - * Instills positive personality characteristics.
 - * Expands one's interests and increases the quality of life.

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

- I. Enable citizens to participate in recreation activities. Grant funds will be specifically used to:
 - A. Provide scholarships to individuals, or
 - B. Directly result in a quantifiable fee reduction to the participant.
- II. Expand existing recreational programming. The grant funded program will fill a need in the community that:
 - A. Can't be met by the Municipality as effectively or efficiently, or
 - B. Is not currently being met by any other agency in the community.
- III. Depending on the level of funding available, the following will be considered on a limited basis:
 - A. Innovative unique programs requiring seed money.
 - B. One time special recreation opportunity for the community. Additional grant funds will not be solicited in the future.

Restrictions on this funding:

- I. The organization must have obtained a non-profit status recognized by the State of Alaska before a contract can be executed. Informal associations are not eligible for grants.
- II. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.
- III. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
- IV. 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.
- V. Grants are for direct program expenses only, such as program supplies, equipment or facility rental for program activity, program staff wages (to a limited degree), program travel expenses within the Anchorage area, etc.
- VI. 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.
- VII. Recreational 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 must be in effect during the entire contract period including the following:

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:

- a. premises operations
- b. products and completed operations
- c. blanket contractual
- d. broad form property damage
- e. independent contractors
- f. 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 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 for 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:

- I. 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?
- II. 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 proven ability/track record?
- III. 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?
- IV. 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?
- V. Appearance: Is your application neat? Did you keep your application at 6 pages? Applications that are in excess of 6 pages will be returned! Please be concise in your application. Is your grant application complete?

PARKS & RECREATION
NON-PROFIT RECREATION ORGANIZATION GRANT FUNDING
APPLICATION CHECKLIST

This checklist is simply for your use in preparation of your application packet. It is not a 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 **SEVEN COMPLETE TYPED PACKETS** before the deadline.

DEADLINE: Received by
(Not Postmarked by)
3:00pm, Thursday
June 28, 2012
(No exceptions)