

Municipality of Anchorage



P.O Box 390
Girdwood, Alaska 99587
<http://www.muni.org/gbos>

**Austin Quinn-Davidson,
Acting Mayor**

GIRDWOOD VALLEY SERVICE AREA BOARD OF SUPERVISORS
Jerry Fox & Mike Edgington, Co-Chairs
Eryn Boone, James Glover, Jr., Briana Sullivan

Resolution 2021-05

Of the Girdwood Board of Supervisors

RESOLUTION OF SUPPORT

FOR THE

**Kenai Mountains Turnagain Arm Heritage Area
Girdwood Bear Aware Grant Application**

WHEREAS, the community of Girdwood is located in a heavily forested narrow valley with multiple salmon-bearing streams flowing throughout, making the community prime black bear and brown bear habitat; and,

WHEREAS, over recent years there have been regular conflicts between bears and humans, usually caused by careless trash handling attracting bears into residential neighborhoods; and

WHEREAS, Girdwood Bear Aware (GBA) is a local grassroot organization with the mission of educating residents and visitors in bear aware practices, particularly around the topic of trash management; and,

WHEREAS, in 2020 GBOS supported a contract for Wind River Bear Institute (WRBI) to spend two weeks in Girdwood working with GBA and Alaska Department of Fish and Game (ADF&G) to produce and implement an Introductory Human-Bear Conflict Reduction Plan ; and

WHEREAS, GBA has already secured a portion of the funding required for a second contract with WRBI for the summer of 2021; and,

WHEREAS, GBA has applied for a grant from the Kenai Mountains Turnagain Arm National Heritage Area to contribute to the contract with WRBI for the summer of 2021 and,

WHEREAS, the Girdwood Board of Supervisors (GBOS) appreciates the commitment and longstanding relationship with KMTA and pursuit of our shared goals in community and youth involvement to increase public awareness and appreciation for the natural, historical and cultural resources in the Heritage Area.

THEREFORE, the Girdwood Board of Supervisors strongly supports GBA's grant application to KMTA for the GBA WRBI partnership for work in 2021.

PASSED AND APPROVED by a vote of XX to XX this 30th day of March, 2021.

Date

Date

Attest

Municipality of Anchorage



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<http://www.muni.org/gbos>

Austin Quinn-Davidson,
Acting Mayor

GIRDWOOD VALLEY SERVICE AREA BOARD OF SUPERVISORS
Jerry Fox & Mike Edgington, Co-Chair
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The Girdwood Board of Supervisors, its committees, and subcommittees are subject to the Alaska Open Meetings Act as found in Alaska Statute 44.62.310 and Anchorage Municipal Code 1.25 - Public Meetings.

The Girdwood Board of Supervisors operates under the Girdwood Public Meetings Standards of Conduct.

MOA/GBOS Quarterly Meeting
April 26, 2021
Agenda Draft
4:00 p.m. Via Teams Teleconference

Due to the current spread COVID-19 virus GBOS meetings are going to be held virtually and telephonic.

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only) +1 907-519-0237,,420181053# Phone Conference ID: 420 181 053#

Call to Order 4:00 p.m. Jerry Fox or Mike Edgington, GBOS Co-Chairs

Agenda Revisions and Approval

January 25, 2021 MOA/GBOS Quarterly Meeting Agenda Approval

Announcements:

- The public is encouraged to ask questions and provide comment. Please raise your hand and wait to be acknowledged. Please keep your phone muted until called on to talk.
- To help discussions stay productive, please direct your comments to the Board rather than other members of the public and keep your comments focused on the business under discussion.
- Please be respectful of everyone's opinions.

Agenda:

- 1) Discuss status of contract negotiations with Anchorage Fire Department and Girdwood Fire and Rescue (GFR)
- 2) Recommended changes to Girdwood Secure Trash Regulation Zone
- 3) Hand Tram Status summer 2021

Public Comment:

Persons offering public comment must state their full name and address. Public Comment is limited to three (3) minutes per person and must be on subjects not listed on the agenda.

Adjourn

GBOS Meeting Agendas and minutes are available on line: <http://www.muni.org/gbos>

Briana Sullivan:

I'm really curious what the past grant recipients have to say about timing and the cycle annually

My hope that the questions stay mostly focused on a particular project, and our interview process next year also does, these will push the non profits to utilize the funds in this manner.

Furthermore, they could be held accountable in their summary/end-of-year follow up that they are required to complete.

Questions in the application are incredibly thorough and whether they are completely relevant, or whether the applicants answer them with details, makes their application more complete in my evaluating mind. I agree that some are debatably irrelevant, as we learned in our discussion last week, but some provide insight into the depth of the non profit and perhaps other pieces of their outreach that could help us in our evaluation.

I agree that the potential edits from the MOA language could help us refine our goal as well, to help one-time, unique projects that may 'keep on giving' or 'pay it forward' rather than fill voids within a budget or be helping some sort of vague, special, project.

Grant Application process could address programs that are geared to the young or to the elderly. If any question on the Grant application or evaluation could incorporate an age range or reference to population diversity, that may help fill the void.

This would be the language citing the eligibility of nonprofits:

May be serving or operating within the Girdwood Valley since at least January 1, 2019.

Considering the source of the grant - the local property tax payers, I appreciate your energy in reminding us that retaining the benefits in the valley is most critical, and likely in our best interest.

Further, the organization provides charitable services or perform charitable work within the Girdwood Valley Service area residents, organizations, or businesses.

In order to meet the needs of evolving board members of GBOS, interpretation, organizations, nonprofits, and groups within our Girdwood Service Area, I like the prompting that they can be 501(c)(3), 501(c)(6), 501(c)(19), or are formally sponsored by an organization that holds such status, as verified by a formal determination letter from the IRS.

Finally, regarding insurance, to reiterate they meet the insurance requirements set forth by the Municipality of Anchorage and provide additional tax and business status documentation as required in the application and grant contract.

My thoughts regarding the timing of the cycle are not opposed to changing the timeline, as long as it doesn't negatively impact. I found the non profit grant application and evaluation by GBOS to be at a typically 'quiet' time of year when people are busy doing other tasks and therefore aren't focusing on this business - so much as they are seasonal events in our state, i.e. Fishing, hunting, harvesting, school prep, etc. Still, applications were due prior to our GBOS meetings and perhaps being kindly firm with dates and not reminding non profits will also hold them accountable for following directions.

One question I had and I cannot remember if it was addressed: Is there ever a possibility to roll the money into the next grant cycle if we/GBOS feel a particular year that the applicants do not merit remittance of all the funds available? Or that the need is not as great one year but could pool to the next?

James Glover:

My suggestion in the grant Application process and overall observation is -

A Challenge is every business that applies is completely different. On the standard application some information is necessary for some but not necessary for all businesses.

A possible solution:

In order to reduce the amount of municipal administrative work, or unnecessary work by the applicant.

Would it be helpful to produce tailored applications based on the business that is applying. ? Provided that the application process would require less administrative work on both the municipal employees and the business producing the information.

The intent here would be to have a short questionnaire that could help determine the amount of information that is needed. This may take a little work on the onset of an applicant, however it could pay off in the long run.

A Challenge is we would like to make it easier for recurring applicants, to reduce administrative workload for all parties. We have repeat grant applicants versus first time applicants or single use grant fund applicants.

A possible Solution:

Would it be possible to have a cloud-based application process where as an Application and supporting documents ,or new documents are uploaded and accessible by both parties and the GBOS. This could illuminate some redundancy in the process.

This type of process has helped to streamline some of the things in our business and thought it may be helpful here as well.

I agree with changing timing of grant cycle as well.

Jerry Fox:

Simpler shorter application

Eryn Boone:

Comments added to application

Mike Edgington:

Comments added within application re timing.

Municipality of Anchorage



P.O Box 390
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Add, Mayor

GIRDWOOD VALLEY SERVICE AREA BOARD OF SUPERVISORS
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Commented [1]: We'll need to wait on this and the Mayor name

2022 Non Profit Recreation Grant Announcement

Applications will be available August 2 – September 17, 2021 for non-profit and non-profit sponsored organizations seeking grant funding for recreation related programs to be offered in 2022. Qualifying programs must take place within the Girdwood Valley Service Area. Funding is contingent on municipal approval of the GBOS 2022 Operating Budget.

Commented [2]: this timing matches Mike's suggestion at the meeting last week

GBOS is setting aside \$35,000 in grant funding, to be split among those requesting and qualifying for non-profit recreation grants.

Information & applications are available at the Girdwood Post Office, Gerrish Library, Girdwood Parks and Rec Office bulletin boards and on-line at www.muni.org/gbos.

The deadline for submission is Friday, September 17, 2021 by 3pm. Late applications will not be accepted.

Grant applicants should plan to present their program at the GBOS non-profit Grant presentation meeting, which will be scheduled shortly.

If you have questions, please contact Margaret Tyler, 343-8373, tylerms@muni.org.



**Municipality of Anchorage
Girdwood Parks & Recreation**

Non-Profit Recreation Organization Grant Funding Information

BUDGET YEAR 2022

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. Include all 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.

One copy of your complete **TYPED (minimum font size 10)** application packet must be received (not postmarked) by 3:00PM on Friday, September 17, 2021 ~~June 18, 2021~~.

Grant requests will be announced at the October 18-July 19, 2021 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 November 15, 2021 ~~a fall~~ GBOS ~~#Regularly scheduled~~ meeting and a final vote will likely be held at that meeting.

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

Commented [1]: What does this refer to?

Email Application to: gbos@muni.org

Mail Application 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.

One (1) copy of your typewritten application is due by 3:00 p.m. on Friday, September 17, June 18, 2021. NO

EXCEPTIONS. Applications mailed in must be RECEIVED, not postmarked, by Girdwood Parks & Recreation by



September 17June 18, 2021.



**Girdwood Parks & Recreation
Non-Profit Recreation Organization
Grant Funding Program**

The **Girdwood** 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 use locally collected tax funds to assist in provide funding assistance to non profit organizations to providing operate a variety of quality recreation programs within the Girdwood Valley Service Area (GVSA).

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:

- 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 not be met by the Municipality as effectively or efficiently, or
 - B. Is not currently being met by another agency in the community.
- III. Depending upon 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 recreational opportunity for the community. Additional grant funds will not be solicited in the future.

Commented [2]: Do we want these funds to specifically be benefiting residents of GVSA?

Restrictions on this funding:

- I. The organization must have obtained 501(c)3, 501(c)4 or 501(c)19 non profit status recognized by the State of Alaska, or be formally sponsored by a qualifying locally-based non-profit before a contract can be executed. Informal associations are not eligible for grants.
- II. The organization must have been in operation in the GVSA since at least January 1, 2019.
- III. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.
- IV. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
- V. The intent is to supplement the programyour budget, not to fund theyour program in total. It should be noted that funding is provided, in full, within a reasonable period upon execution of the contract.
- VI. 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.
- VII. 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,

Commented [4]: Is this required by the Muni? I could see cases where community members wanted to do a recreation project and if they were not a formal non-profit this would be limiting.

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Commented [5]: This is not the case right now with the non-profits that apply and receive grants year after year. Either need to change the rule or follow it.



liability insurance, office supplies, audit or legal fees, fund-raising expense, etc.] ~~-----~~
VII.VIII. Recreation programming is the goal; grant funds are not to be used for construction activities
or capital equipment.

Commented [6]: Are these rules currently being followed?

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:
 - 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 (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:

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 a 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 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. ~~Applications 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 ONE COMPLETE TYPED ~~APPLICATION PACKET~~ before the deadline.

Commented [7]: Why do they have to make copies (besides for their own records)? It seems they only have to submit one copy to Parks & Rec. Maybe these comments should be geared more towards submission, and not making copies since there is the electronic option too.

Deadline: Received by
(not postmarked by)
3:00 p.m.
Friday, September

17, 2021~~June 18,~~

2021(No Exceptions)

**MUNICIPALITY OF
ANCHORAGE
FUNDING REQUEST FOR NON-PROFIT RECREATION ORGANIZATIONS**

ORGANIZATION NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____ FAX: _____

ALTERNATE CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____

PROGRAM TITLE: _____

GVSA FUNDING REQUEST FOR 2022: \$ _____ TOTAL PROGRAM COST FOR 2022: \$ _____

1. Non-profit corporation? Yes _____ No _____
If no, please list formal non-profit sponsorship entity: _____
Date of incorporation: _____ Federal Tax ID# _____

2. Organization's estimated TOTAL 2022 Operating Budget: \$ _____

3. Previous Parks & Recreation Grant Funding: Previous Other MOA Grant Funding:

2019 \$ _____ 2019 \$ _____

2020 \$ _____ 2020 \$ _____

2021 \$ _____ 2021 \$ _____

4. How was previous grant funding from Parks & Recreation used?

CERTIFICATION (must be signed by an AUTHORIZED REPRESENTATIVE, who per your by-laws, has the authority to sign contracts or other legal documents on behalf of your organization)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

NAME

TITLE

DATE

PROGRAM INFORMATION

ORGANIZATION NAME _____

Program Title: _____

Complete sections below. Limit **comments to space provided, completed pages should total 6.**

1. Summarize the ~~project~~program you are proposing. Include primary goals and objectives.

2. What evaluation criteria will be used to determine if goals and objectives have been met? Be specific.

3. ~~DBriefly, but specifically, d~~escribe why the ~~project~~program to be funded under this proposal is needed and how it will benefit the community. Is this a new or existing program? How have you determined the need for your program? [What unmet need or population is the program intended to serve?](#)

4. Provide a brief history of your organization, especially as it relates to ~~Girdwood~~ Parks and Recreation.

Commented [1]: Perhaps this could be deleted.
Perhaps instead, how long has your organization been operating in GVSA?

5. Explain how the proposed program meets the definition of recreation stated in the information packet.

6. Is this program year-round, seasonal, or a one time event? _____
Schedule: Begin date: _____ End date: _____

7. Estimated number of people to be served by this program. (List volunteers and other supporters under question #11)

Registered participants (unique individuals) _____

Non-registered participants (unique individuals) _____

Participant Contact Hours _____

(Number of Unique Individuals X Hours they participate in your program = Contact Hours)

8. Fees.

Registered individuals _____

Non-registered individuals _____

Commented [2]: I'm not sure what to do here. Maybe more straightforward, how many locally-based participants, how many locally based volunteers. The total hours is really nebulous.

9. Is membership in your organization required for participation? _____
If so, what is your membership fee? _____

10. Number of paid program staff: _____ full-time _____ part-time _____ temp.

11. Volunteer Services.

Number of volunteers:

Actual Volunteers 2019 _____

Estimated Volunteers 2020 _____

Estimated 2021 Volunteers _____

Commented [4]: Not sure what to do here. I think we want to know how many volunteers are involved in this project, not the organization as a whole.

Source of volunteers (parents, members, professionals, others...):

Types of services provided by volunteers:

12. Where will this program be operated? What facilities?

13. What is the specific impact on this program if funding is limited or unfunded? Please detail what will be different in your program if you don't receive your funding request.

14. Any other comments you would like to make about this program?

OPERATING EXPENSES FOR PROPOSED PROGRAM (*Budget Form #1*)

ORGANIZATION NAME: _____

Program Title: _____ This
projected program budget covers the period of _____ to _____ in
the calendar year of 2021.

<u>Program Expenses</u>	<u>Breakdown</u>	<u>Budget</u>
PROGRAM STAFF:		\$ _____
Salaries	\$ _____	
Employee benefits	_____	
Payroll taxes	_____	
Training		
Other: _____		
PROGRAM SUPPLIES/SERVICES:		\$ _____
Operating supplies	\$ _____	
Office supplies		
Printing/Publication		
Equipment Purchase/Rental		
Other: _____		
PROGRAM FACILITY		\$ _____
Rental & Utilities	\$ _____	
Maintenance expense		
Other: _____		
PROGRAM TRANSPORTATION		\$ _____
Program owned vehicles	\$ _____	
Rental vehicles		
Private vehicles		
Other: _____		
OVERHEAD EXPENSE		\$ _____
Portion of total organization's costs charged to this program, i.e., administration expense, space/rent/utilities, insurance, professional fees, etc.		
TOTAL COST FOR OPERATION OF THIS PROGRAM:		\$ _____

FUNDING SOURCES FOR PROPOSED PROGRAM (Budget Form #2)

ORGANIZATION NAME: _____
Program Title: _____ This
projected program budget covers the period of _____ to _____ in
the calendar year 2021.

<u>Sources of Program Funding</u>	<u>Goal Amount</u>	<u>Committed (Yes/No)</u>
Parent Organization	\$ _____	_____
Gifts and Contributions	_____	_____
Membership Dues	_____	_____
Fees & Charges to participants	_____	_____
Private Sector Grant Funding (specify source & date of award)	_____	_____
Other Government Agency Funding (MOA, SOA, OR USA)	_____	_____
Fundraisers (specify major fundraising events/programs)	_____	_____
_____	_____	_____
Subtotal of Financial Support for this program:	\$ _____	_____
Supplemental Funding Granted from MOA Parks & Recreation:	\$ _____	_____
TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:	\$ _____	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If it does not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.



**Municipality of Anchorage
Girdwood Parks & Recreation**

Non-Profit Recreation Organization Grant Funding Information

Instructions for Grant Reviewers:

Applicants will have the opportunity to present their programs at the date TBA Grant Presentation meeting. GBOS members will receive a copy of each application and an evaluation worksheet. Please read the applications and complete the evaluation worksheet prior to the November 15, 2021 date TBA GBOS meeting. As part of this process, you will determine the amount that you recommend is funded for each program.

Grant funding will be voted on at the November 15, 2021 date TBA Fall regular meeting. Bring your completed evaluation worksheets to the meeting. At that meeting, programs will be discussed and GBOS members will provide their recommendations for funding. GBOS funding amounts will be averaged and adjusted to meet the budget of \$35,000, and the revised average will be voted on.

Email your completed evaluation worksheets to tylerms@muni.org after the November 15, 2021 date TBA meeting. These will be held with other grant documents for auditing purposes.

Below is information provided to grantees with their Non-Profit Recreation Grant application, which should be helpful to you in evaluating. Please familiarize yourself with the application criteria before completing the evaluation worksheet for each program.

**Non-Profit Recreation Organization Grant Funding Information
BUDGET YEAR 2022**

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:

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 - 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. Cannot be met by the Municipality as effectively or efficiently, or
 - B. Is not currently being met by another agency in the community.
- III. Depending upon 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 recreational opportunity for the community. Additional grant funds will not be solicited in the future.

Restrictions on this funding:

I. The organization must have obtained 501(c)3, 501(c)6, or 501(c)19 status non-profit status recognized by the State of Alaska or be formally sponsored by a qualifying locally-based non-profit before a contract can be executed. Informal associations are not eligible for grants.

II. The organization must have been in operation in the Girdwood Valley Service Area (GVSA) since at least January 1, 2019.

III. There are no guarantees of annual funding, the intent is for your group or program to become self sufficient.

IV. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.

V. The intent is to supplement the program your budget, not to fund the your program in total. It should be noted that funding is provided, in full, within a reasonable period upon execution of the contract.

VI. 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.

VII. 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.

VIII. 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.

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 a 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 the application neat and no longer than 6 pages? Applications in excess of 6 pages will be returned. Please be concise and complete in your application.

Commented [1]: Is this required by the Muni? I could see cases where community members wanted to do a recreation project and if they were not a formal non-profit this would be limiting.

Commented [2]: This is not the case right now with the non-profits that apply and receive grants year after year. Either need to change the rule or follow it.

Commented [3]: Are these rules currently being followed?

NON-PROFIT FUNDING APPLICATION EVALUATION WORKSHEET
for Budget Year 2022

- A. ORGANIZATION NAME:
- B. PROGRAM TO BE FUNDED:
- C. FUNDING REQUEST FOR 2021:
- D. ANTICIPATED TOTAL ORGANIZATION OPERATING BUDGET:
- E. TOTAL PROGRAM BUDGET:

- F. PERCENT OF REQUESTED VS. TOTAL PROGRAM BUDGET (C/E):
- G. NUMBER TO BE SERVED BY PROGRAM:
- H. REQUESTED GRANT MONEY PER PARTICIPANT C/G):

RATING WORKSHEET: Please rate the following categories according to the indicated scales, with 1 being the lowest, and 5 being the highest. Additional space is given to provide comments about your evaluation of each categories and an overall impression of the grant request.

1. Description is logical and easily understood Score (1-5) _____
Comments:

2. Evaluation criteria is appropriate Score (1-5) _____
Comments: Commented [1]: If we change the question, may need to change this.

3. Demonstrated need for this program Score (1-5) _____
Comments:

4. Meets definition of recreation Score (1-5) _____
Comments:

5. Number to be served by the program Score (1-5) _____
Comments:

6. Fees are reasonable Score (1-5) _____
Comments:

7. Participation not restricted by membership requirements
Comments: _____

Score (1-5) _____

8. Program has volunteer support
Comments: _____

Score (1-5) _____

9. Facilities are adequate for purpose use
Comments: _____

Score (1-5) _____

Commented [2]: This one is always a little weird to me. Although I guess we wouldn't want to be giving grant funding to an organization if they plan to operate a program in a dilapidated moldy shack that is hazardous to participants.

10. Ability to continue program with reduced funding
Comments: _____

Score (1-5) _____

11. Initiative to seek other funding
Comments: _____

Score (1-5) _____

Commented [3]: It doesn't seem like an organization should be penalized if they are applying for a one time project and the project would not happen without this grant? With this question, a high score means organizations can continue their program without receiving this funding, correct? May need to adjust this question depending on how we modify the instructions/criteria.

12. Duplication of services
Comments: _____

Score (1-5) _____

13. Track record of organization
Comments: _____

Score (1-5) _____

14. Completeness and/or content of the application
Comments: _____

Score (1-5) _____

Total Score: _____

Overall Comment of the program for grant funding:

Recommended Funding Amount: \$ _____

Name of Evaluator _____

MUNICIPALITY OF ANCHORAGE
FUNDING REQUEST FOR NON-PROFIT RECREATION ORGANIZATIONS

ORGANIZATION NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____ FAX: _____

ALTERNATE CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____

PROGRAM TITLE: _____

FUNDING REQUEST FOR 2022: \$ _____ TOTAL PROGRAM COST FOR 2022: \$ _____

1. Non-profit corporation? Yes _____ No _____
Date of incorporation: _____ Federal Tax ID# _____

2. Organization's estimated TOTAL 2022 Operating Budget: \$ _____

3. Previous Parks & Recreation Grant Funding: Previous Other MOA Grant Funding:

2019 \$ _____ 2019 \$ _____

2020 \$ _____ 2020 \$ _____

2021 \$ _____ 2021 \$ _____

4. How was previous grant funding from Parks & Recreation used?

CERTIFICATION (must be signed by an AUTHORIZED REPRESENTATIVE, who per your by-laws, has the authority to sign contracts or other legal documents on behalf of your organization)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

NAME _____ TITLE _____ DATE _____

OPERATING EXPENSES FOR PROPOSED PROGRAM (Budget Form #1)

ORGANIZATION NAME: _____

Program Title: _____

This projected program budget covers the period of _____ to _____ in
the calendar year of 2022.

<u>Program Expenses</u>	<u>Breakdown</u>	<u>Budget</u>
PROGRAM STAFF:		\$ _____
Salaries	\$ _____	
Employee benefits	_____	
Payroll taxes	_____	
Training	_____	
Other: _____	_____	
PROGRAM SUPPLIES/SERVICES:		\$ _____
Operating supplies	\$ _____	
Office supplies	_____	
Printing/Publication	_____	
Equipment Purchase/Rental	_____	
Other: _____	_____	
PROGRAM FACILITY		\$ _____
Rental & Utilities	\$ _____	
Maintenance expense	_____	
Other: _____	_____	
PROGRAM TRANSPORTATION		\$ _____
Program owned vehicles	\$ _____	
Rental vehicles	_____	
Private vehicles	_____	
Other: _____	_____	
OVERHEAD EXPENSE		\$ _____
Portion of total organization's costs charged to this program, i.e., administration expense, space/rent/utilities, insurance, professional fees, etc.		
TOTAL COST FOR OPERATION OF THIS PROGRAM:		\$ _____

FUNDING SOURCES FOR PROPOSED PROGRAM (Budget Form #2)

ORGANIZATION NAME: _____

Program Title: _____

This projected program budget covers the period of _____ to _____ in
the calendar year 2022.

<u>Sources of Program Funding</u>	<u>Goal Amount</u>	<u>Committed (Yes/No)</u>
Parent Organization	\$ _____	_____
Gifts and Contributions	_____	_____
Membership Dues	_____	_____
Fees & Charges to participants	_____	_____
Private Sector Grant Funding (specify source & date of award)	_____	_____
Other Government Agency Funding (MOA, SOA, OR USA)	_____	_____
Fundraisers (specify major fundraising events/programs)	_____	_____
Subtotal of Financial Support for this program:	\$ _____	_____
Supplemental Funding Granted from MOA Parks & Recreation:	\$ _____	_____
TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:	\$ _____	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If it does not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

MUNICIPALITY OF ANCHORAGE
Non-profit Recreation Organization Grant
Final Program Activity Report - 2022

1. GRANTEE: _____
2. PROGRAM: _____
3. NUMBER OF PARTICIPANTS IN GRANT FUNDED PROGRAM: _____
4. REPORT PERIOD: January 1, 2022 through December 31, 2022
5. FACILITIES USED: _____
6. COMPARE AND ANALYZE YOUR ACTUAL PERFORMANCE WITH THE CONTRACT OBJECTIVES AS SET FORTH IN APPENDIX A (SCOPE OF SERVICES).

7. OVERALL EVALUATION AND DESCRIPTION OF YOUR PERFORMANCE.

8. FINANCIAL STATEMENT (FORM ATTACHED) COMPARING PROJECTED BUDGET TO ACTUAL REVENUE AND EXPENSES AND IDENTIFYING VARIATIONS $\geq 5\%$

Final Financial Report - 2022

Grantee: _____ Report Period: <u>Jan. 1 – Dec. 31, 2022</u>	CY2022 FY 2022 Budgeted	Year-end Actual CY2022 or FY2022	% Variation - Budgeted to Actual	Variation >5% of Budgeted? Why? Provide short explanation.
EXPENDITURES:				
Program Staff				
Salaries				
Employee Benefits				
Payroll Taxes				
Training				
Other: _____				
 Program Supplies				
Operating Supplies				
Office Supplies				
Printing/Publication				
Equipment Purchase/Rental				
Other : _____				
 Program Facility				
Rental & Utilities				
Maintenance Expense				
Other: _____				
 Program Transportation				
Program owned vehicles				
Public vehicles				
Rental vehicles				
Private vehicles				
Other: _____				
 Overhead Expenses				
TOTAL EXPENDITURES				
 REVENUES				
Parent Organization				
Gifts & Contributions				
Membership Dues				
Fees & Charges				
Private Sector Grants:				

Fund-raisers:				

Other:				

MOA Parks & Recreation Grant				
TOTAL REVENUES				

Report Prepared by: _____ Title: _____

Signature: _____ Date: _____



Date

Name
address

Dear ...,

Thank you for submitting your grant application for the 2022 GBOS Non-Profit Recreation grant.

Enclosed is the contract for your funding, as approved by the Girdwood Board of Supervisors at the November 15, 2021 GBOS Regular Meeting for the year 2022 in the amount of \$.....

Please read these papers thoroughly, as they give all the details of the grant and are a binding document with the Municipality of Anchorage. In order to complete your grant packet, I need the following:

- Signed page 14 of this agreement
- Signed W9 on 2018 form version
- Copy of your IRS non-profit status, or formal sponsor's IRS non-profit letter
- Proof of insurance documents

Return the signed agreement and w9 to me at: tylerms@muni.org or via mail:
Girdwood Parks and Recreation
PO Box 390
Girdwood, AK 99587

I would like to receive the contract as soon as possible so that we can distribute funds to our non-profits. It should take 4-6 weeks to process the transaction.

Thank you again for participating in the 2022 GBOS Non-Profit Grant program. Please let me know if you have any questions or if I can assist you: 343-8373 or tylerms@muni.org.

Regards,

Margaret Tyler
Girdwood Parks and Recreation

GRANT AGREEMENT BETWEEN
MUNICIPALITY OF ANCHORAGE
AND
Grantee Name

The Municipality of Anchorage (hereinafter “Grantor”) and **Grantee Name** (hereinafter “Grantee”) enter into the following grant agreement. In consideration of the mutual covenants herein, the parties agree as follows. This agreement consists of:

- A. Part I, Consisting of 19 sections of Special Provisions;
- B. Part II, Consisting of 10 sections of General Provisions;
- C. Part III, Consisting of Appendix A, Grant Application and Budget;
- D. Part IV, Consisting of Appendix B, Payment Schedule.

It is understood that Grantee is a nonprofit corporation and that **Grantee Contact Name** has the authority to execute this grant agreement on behalf of Grantee.

PART I

SPECIAL PROVISIONS

Part I of this agreement consists of those provisions that are listed below by section number and title.

Section 1.	Definitions
Section 2.	Award of Grant
Section 3.	Term of Grant
Section 4.	Use of Grant Funds; Scope of Expenses
Section 5.	Filming/Photography
Section 6.	Method of Payment
Section 7.	Grant Administration
Section 8.	Termination
Section 9.	Duties upon Termination
Section 10.	Publicity
Section 11.	Insurance
Section 12.	Financial Management System
Section 13.	Financial Reporting and Audits
Section 14.	Records Management
Section 15.	Assignments
Section 16.	Ownership; Publication, Reproduction and Use of Material
Section 17.	Notices
Section 18.	Sub-agreements
Section 19.	Duties Upon Expiration

Section 1. Definitions.

Grantee

2020 GBOS Non-Profit Grant Contract

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Unless this agreement expressly provides otherwise, the following definitions shall apply herein:

- A. "Grantee" means **Grantee Name**
- B. "Grantor" means the Municipality of Anchorage.
- C. "Administrator" means the Director of the Parks & Recreation Department or designee.
- D. "Program Budget" means the program budget described in Appendix A, attached hereto and incorporated herein by reference.

Section 2. Award of Grant.

- A. Grantee is hereby awarded a grant in the total amount of **Amount of grant (\$ numeric)**.
- B. This grant is awarded and may only be accepted subject to each and every covenant, term, and condition set forth in this agreement. Grantor may, as a condition of releasing any funds under this agreement, require Grantee to submit to Grantor, any reports records, audits or other materials required by the Grantor. As a condition of payment, Grantee shall have paid all municipal taxes currently due and owing by Grantee.
- C. Grantee acknowledges that Grantor has no obligation to continue funding the services described herein beyond the term of this agreement regardless of the degree to which Grantee's program is successful, and Grantee accepts the compensation described in this Section as full consideration for all costs it incurs in performing under this grant agreement.
- D. This agreement may be subject to the availability of funds granted to the Municipality from other funding agencies. The Grantee acknowledges that during the term of this grant agreement, any funding level reduction to the Municipality will reduce funds available to the Grantee.
- E. This agreement is subject to the availability of funds lawfully appropriated by the Anchorage Municipal Assembly for its performance.
- F. Pursuant to Anchorage Municipal Charter Section 13.06(a), funding for this grant, or grants, can be reduced upon declaration by the Mayor to the Anchorage Municipal Assembly of a severe financial or economic hardship. Funding may not be reduced by more than the amount of the then unencumbered balance.

Section 3. Term of Grant.

- A. This agreement becomes effective when signed on behalf of Grantor.
- B. The services, functions or activities described in Appendix A of this agreement

Grantee

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shall begin on January 1, 2022, and be completed by December 31, 2022, the date of expiration of this agreement.

C. Any change in the duration of this agreement must be approved by written agreement of Grantor and attached hereto as a Grant Amendment.

D. This agreement may be terminated at the sole discretion of Grantor or in accordance with provisions of Part I, Section 7.

Section 4. Use of Grant Funds; Scope of Expenses.

A. Grantee shall use any and all monies awarded under this agreement only to perform the services, functions or activities described in Appendix A. Any change in a budget category in the Grant Budget included in Appendix A which exceeds the total budget category by an amount greater than 10% or five hundred dollars (\$500.00), whichever is smaller, must be approved in writing by Grantor.

B. No claim for services or functions or other actions performed in addition to those specifically described in Appendix A shall be allowed by Grantor. However, Grantee may at its own expense provide such other services or perform such other functions as are appropriate and not inconsistent with this agreement.

C. Written approval must be obtained from Grantor prior to expending grant funds for:

1. Travel outside the Municipality of Anchorage
2. Out of town consultants
3. Capital purchases with unit value exceeding \$500.00
4. Construction or repair of building

D. Income earned with grant funds received by Grantee must be reported to Grantor and may not be expended by Grantee for any purpose without the prior written authorization of Grantor.

E. Grantee shall establish uniform purchasing practices and procedures for the procurement of goods and services. The practices and procedures shall provide that:

1. For purchases of non-expendable personal property, or for the award of a agreement with a value of \$500 or more, the Grantee will require three competitive price quotations from three potential suppliers; and

2. Grantee will retain written records of price quotations, and will include in the written records the written specifications of: suppliers' names; addresses; and prices quoted.

F. No funds made available to Grantee under this grant agreement may be used for:

1. Purchase of automobiles, vans, buses, or other transportation equipment;
2. Losses from bad debts;
3. Contributions to contingency reserves or miscellaneous funds;
4. Contributions, donations, or dues to any organization;

Grantee

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5. Entertainment costs;
 6. Fines and penalties;
 7. Interest on borrowing, financing, refinancing costs or related legal and professional fees;
 8. Legal fees, except for the direct benefit of service recipients;
 9. Indirect or percentage overhead costs, except as directly charged to grant activities funded;
 10. Costs associated with lobbying at local, State, or Federal levels or other political activities;
 11. Costs of promoting or opposing unionization; and
 12. Costs of supporting any religious or anti-religious activities.
- G. Grantee shall use any and all monies awarded under this agreement only to perform the services, functions, or activities described in Appendix A. Any change in a budget category in the grant budget included in Appendix A, which exceeds the total budget category by an amount greater than ten percent (10%) or five hundred dollars (\$500.00), whichever is smaller, must be approved in writing by Grantor.

Section 5. Filming/Photography

A. In the event that Grantee receives requests from private entities or the general public for use of the Premises for filming or photography, the Grantee shall refer all requests to the Municipal Manager's office. The requesting entity shall apply for and obtain a filming/photography permit from the Municipality of Anchorage, and pay all fees associated with MOA filming/photography, prior to filming/photography occurring on the Premises.

Section 6. Method of Payment.

- A. Subject to Grantee's satisfactory performance, Grantor shall pay Grantee no more than **amount of grant written out (\$numeric)** in accordance with this section.
- B. Grantor shall pay Grantee in accordance with the schedule set forth in Appendix B.
- C. Grantee is not entitled to any compensation under this agreement, other than is expressly provided for in this section.

Section 7. Grant Administration.

- A. The Director, Parks & Recreation Department, or designee, shall administer this grant on behalf of Grantor.
- B. Special Projects Director of the Grantee shall administer this grant on behalf of Grantee.
- C. Additional Grant Requirements. The grantee shall comply with the following:
 1. Staff and volunteer background checks with the same related thresholds that

Grantee

2020 GBOS Non-Profit Grant Contract

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the Municipality and State use for determining hiring of staff (Anchorage Municipal Code 16.55.250);

2. Adhere to existing Fire/ safety Codes;
3. Maintain emergency plans for evacuation in the case of fire, earthquake, and other disasters (Anchorage Municipal Code 16.55.430 D);
4. Provide multiple accessible exits from the facility (Anchorage Municipal Code 16.55.430 E & F);
5. Adhere to existing Environmental Codes and provide adequate amounts of safe water (Anchorage Municipal Code 16.55.440 C);
6. Be in compliance with Anchorage Municipal Code 16.55's definition of an unlicensed facility (In this case, "A recreational program that children are allowed to attend voluntarily in which the program assumes no responsibility for care of the children and in which all children are of school age");
7. Reduce the spread of disease (Anchorage Municipal Code 16.55.380 and 16.55.390) through the use of universal precautions as recommended by the U.S. Centers for Disease Prevention & Control and use appropriate hand-washing for staff and children;
8. Comply with current medical and sanitation advice on contagious or infectious diseases;
9. Develop a policy for dealing with sick children including not admitting a child showing signs of a serious illness or communicable disease; and,
10. Have First Aid kit and first responder training for staff (Anchorage Municipal Code 16.55.290 A and 16.55.440 K).

Section 8. Termination.

This grant may be terminated:

- A. By mutual consent of the parties expressed in writing.
- B. For the convenience of Grantor, provided that Grantor notifies Grantee in writing of its intent to terminate under this paragraph at least ten (10) days prior to the effective date of the termination.
- C. By Grantor where Grantee fails in any measurable way to perform its obligations under this agreement; provided, however, that as a condition of the exercise of Grantor's right of termination under this paragraph, Grantor shall notify Grantee of its intent to terminate this agreement and state with reasonable specificity the grounds therefor, and Grantee shall have failed within thirty (30) days of receiving the notice either to cure the default complained of or to commence and proceed with diligence to cure the default.

Grantee

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D. By Grantor when an audit report on a previous grant to Grantee by Grantor reveals ineligible expenditures by Grantee which were not reimbursed to Grantor.

Section 9. Duties upon Termination.

A. In the event of termination of this agreement under Part I Section 7, Grantee shall refund promptly to Grantor any unencumbered grant funds paid to Grantee or otherwise dispose of said funds as Grantor may direct. All finished and unfinished documents and materials prepared by Grantee shall become the property of Grantor.

B. If Grantee receives payments exceeding the amount to which it is entitled under subsection A of this section, it shall remit the excess to the Administrator within thirty (30) days of receiving notice to do so.

C. In the event a final review has not been performed prior to expiration or termination of this agreement, Grantor reserves the right to recover an appropriate amount after fully considering the recommendations resulting from the final review.

D. Except as provided in this section, termination of Grantee's services under Part I Section 7 does not affect any other right or obligation of a party under this agreement.

Section 10. Publicity.

Grantee shall supply the Administrator a copy of any publicity item released pertaining to its performance hereunder. All printed publicity materials shall bear language similar to the following:

“This program is supported by the citizens of the Municipality through an appropriation by the Anchorage Municipal Assembly.”

Section 11. Insurance

A. The Grantee shall maintain in good standing the insurance noted and described in Subsection B of this section. Grantee shall furnish Anchorage with a Certificate of Insurance in accordance with Subsection B of this section.

B. The Grantee shall provide the following insurance:

1. \$500,000.00 Employers Liability insurance and Workers Compensation as required by Alaska statutes.
2. Commercial Automobile Liability \$1,000,000 combined single limit (bodily injury and property damage) to include: owned, hired, and non-owned.
3. Commercial General Liability including:
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations
\$1,000,000 Personal & Advertising Injury
\$1,000,000 Each Occurrence
\$5,000 Medical Payments

Commercial general liability policy shall also include coverage for sexual abuse or molestation for limits of \$1M (or higher).

Grantee

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C. The Grantee shall provide no less than thirty (30) days advance notice to the Municipality of Anchorage prior to cancellation of any policy of insurance required by this section.

D. With the exception of Workers Compensation, each policy shall name the Municipality of Anchorage as an additional insured, and the actual policy endorsement shall accompany the Certificate of Insurance.

E. General liability, workers compensation, 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. The actual policy endorsement shall accompany the Certificate of Insurance.

Grantees with programs that work with children, such as kids' camps, a scout group, etc. must carry sexual molestation coverage. If there is only an incidental exposure to a vulnerable population, then this coverage is not required.

Section 12. Financial Management System.

Grantee shall establish and maintain a financial management system including:

A. Accurate, current and complete disclosure of all financial transactions relating to this agreement.

B. Effective control over and accountability for all grant funds and real and personal property acquired with grant funds.

C. Maintain a grant (source) fund accounting system and accounting records which is supported by source documentation.

D. Comparison of actual expenditures with budgeted amounts.

E. Maintain separate accounts by source of funds for all revenues and expenditures. Identify the source and application of funds for Grantee's performance under this agreement, including information pertaining to sub-agreements, obligations, unobligated balances, assets, liabilities, outlays and income.

F. Maintain policies and procedures that provide for accurate accounting and proper management of all grant funds in accordance with Part I, Section 4.

G. Maintain procedures to bill clients for services received. These procedures must ensure that charges are reasonable, appropriate, and approved by Grantee's governing authority; and

H. Provide a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 13. Financial Reporting and Audits.

Grantee

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A. Grantor may, at any time, audit and review financial transactions undertaken by Grantee under this grant together with all other records with respect to matters covered by this grant to determine Grantee's compliance with its terms and conditions.

B. Grantor may request such other information and reports relating to Grantee's activities under this agreement in such form and at such times as Grantor may reasonably require.

Section 14. Records Management.

A. If Grantee ceases operations under this grant agreement before the end of any record retention period in this section, all records described in Part 1 §11, and Appendix C shall be delivered to Grantor within 7 days of request.

B. If Grantee fails to protect its records adequately from fire, theft, damage, deterioration, or any other type of loss during any retention period in this section, Grantor may take custody of any records described in Part II Section 12 that Grantor believes to be inadequately protected.

Section 15. Assignments.

A. Except insofar as subsection B of this section specifically permits, any assignment by Grantee of its interest in any part of this grant or any delegation of duties under this agreement shall be void, and any attempt by Grantee to assign any part of its interest or delegate duties under this agreement shall give Grantor the right immediately to terminate this agreement without any liability for any actions performed by Grantee.

B. Grantee may assign its interest or delegate its duties under this agreement only as expressly permitted in writing by Grantor.

Section 16. Ownership; Publication, Reproduction and Use of Material.

A. Except as otherwise provided herein, all data, documents, and materials produced by Grantee under this grant agreement shall be the property of Grantor, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain, or which are not subject to copyright.

B. Equipment purchased by Grantee with grant funds shall be the sole property of Grantor, and shall be marked and inventoried in accordance with Municipal Policies and Procedures, and submitted to the Contract Administrator with quarterly and annual reports.

Section 17. Notices.

Any notice required pertaining to the subject matter of this agreement shall be personally delivered, sent via facsimile (FAX) or mailed* by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Grantor: Municipality of Anchorage
Parks & Recreation Department
P.O. Box 196650

Anchorage, Alaska 99519-6650
PHONE: (907) 343-4599/FAX: (907) 249-7614

Grantee: **Grantee Name**
Contact Name
Address 1
City, state, zip
Grantee PHONE: XXX-XXX-XXXX/Grantee FAX: XXX-XXX-XXXX

*Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or five (5) days after proof of proper posting.

Section 18. Sub-agreements.

Grantee may enter into sub-agreements for the purchase of goods and services necessary for the performance of this agreement, provided:

A. Every sub-agreement shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.

B. Every sub-agreement under which Grantee delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by Grantee.

C. Every sub-agreement in an amount exceeding \$1,000.00 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

Section 19. Duties Upon Expiration.

Upon expiration of this grant agreement, no unencumbered funds may be expended by the Grantee. In addition to the final report required by Appendix B Section III, Grantee will promptly refund to Grantor any unencumbered balance of grant funds paid to Grantee or otherwise dispose of said funds as Grantor may direct.

PART II

GENERAL PROVISIONS

Part II of this agreement consists of those provisions that are listed below by section number and title.

- Section 1. Relationship of Parties
- Section 2. Unallowable Activities
- Section 3. Permits, Laws and Taxes
- Section 4. Nonwaiver
- Section 5. Amendment
- Section 6. Indemnity
- Section 7. Jurisdiction: Choice of Law
- Section 8. Severability
- Section 9. Integration
- Section 10. Inspection and Retention of Records

Grantee

2020 GBOS Non-Profit Grant Contract

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Section 1. Relationship of Parties.

Grantee shall perform its obligations hereunder as an independent contractor of Grantor. Grantor may administer the grant and monitor Grantee's compliance with its obligations hereunder. Grantor shall not supervise or direct Grantee other than as provided in this agreement. If Grantor elects sub-agreement to perform its services, the sub-contractor is bound by any and all provisions of this grant agreement.

Section 2. Unallowable Activities.

A. Discrimination.

Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). Grantee will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. Grantee agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1. Grantee shall state, in all solicitations or advertisements for employees to work under this agreement, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability;

2. Grantee shall comply with any and all reporting requirements that may apply to it that the Anchorage Office of Equal Employment Opportunity Contract Compliance may establish by regulation;

3. Grantee shall include the provisions of subsections 1 through 3 of this section in every subcontract or purchase order under this agreement, so as to be binding upon every such subcontractor or vendor of Grantee under this agreement, and:

4. Grantee shall comply with all applicable federal, state and municipal laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7, Chapter 7.50, of the Anchorage Municipal Code.

B. Conflict of Interest.

1. No member of the Board of Directors shall cast a vote on any matter which could financially benefit such member, or any organization such member may represent;

2. Each member shall avoid organizational conflict of interest, and all personnel shall avoid personal conflict of interest and appearance of conflict of interest in activities involving the procurement of grant funds; and

Grantee

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3. No funds shall be paid to any non-governmental individual, institution or organization to conduct an evaluation of the grant if such individual, institution or organization is associated with the grant as a consultant or technical advisor.

C. Kickbacks.

No officer, employee or agent of Grantee shall solicit or accept gratuities, favors, or anything of monetary value from any actual or potential sub-recipient, contractor or other individual served through the grant.

D. Nepotism.

Grantee shall not hire a person in an administrative capacity or staff position under the grant if a member of that person's immediate family is engaged in an administrative capacity for Grantee or is a member of the Board of Directors. The term "immediate family" means: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, and step-child. The term "person in an administrative capacity" includes those persons who have overall administrative responsibilities for a grant including all appointed or elected officials who have a responsibility for obtaining and/or approval of any funds received.

E. Political Patronage.

1. There shall be no selection of vendors or contractors based on political patronage or affiliation.

2. Grantee agrees that it shall not expend any municipal funds for the support, opposition, or endorsement of candidate(s) for any state or municipal office, or endorse or oppose any candidate(s) for state or municipal office even if such endorsement or opposition does not require expenditure of funds. Grantee understands that after a determination by Grantor that a violation of this prohibition has occurred it shall result in forfeiture of all unexpended funds for the year in which the violation occurs and ineligibility for any municipal funds for the immediately following fiscal year.

F. Limitations on Religious Activities.

Grantee agrees that if it represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institute or organization, that in connection with all services provided under this grant agreement:

1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;

2. It will not discriminate against any person applying for such services on the basis of religion and will not limit such services or give preference to persons on the basis of religion.

3. It will provide no religious instruction or counseling, conduct no religious

Grantee

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worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of such service.

4. The portions of a facility used to provide such services under this grant agreement, in whole or in part, shall contain no sectarian or religious symbols or decorations.

Section 3. Permits, Laws and Taxes.

Grantee shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this agreement, including a business license issued by the State of Alaska, Department of Commerce, and/or a non-commercial solicitation license issued by the Municipality of Anchorage if required. All actions taken by Grantee under this agreement shall comply with all applicable statutes, ordinances, rules and regulations. Grantee shall pay all taxes pertaining to its performance under this agreement.

Section 4. Nonwaiver.

The failure of Grantor at any time to enforce a provision of this agreement shall in no way constitute a waiver of the provision, nor in any way affect the validity of this agreement or any part hereof, or the right of Grantor thereafter to enforce each and every provision hereof.

Section 5. Amendment.

A. This grant agreement shall only be amended, modified or changed in writing, executed by authorized representatives of the parties, with the same formality as this agreement was executed and such writing shall be attached to this grant agreement.

B. For the purposes of any amendment to the terms and conditions of this agreement, the only authorized representatives of the parties are:

- (1) GRANTEE Contact Name, Title
- (2) Municipal Manager or authorized designee, Municipality of Anchorage

C. Any attempt to amend, modify, or change this grant agreement by either an unauthorized representative or unauthorized means shall be void.

Section 6. Indemnity.

Grantee shall indemnify, defend, save, and hold Grantor harmless from any and all claims, lawsuits or liability, including attorneys' fees and costs, allegedly arising out of, in connection with, or incident to any loss, damage or injury to persons or property occurring during the course of or as a result of Grantee's or any subcontractor's performance pursuant to this grant agreement.

Section 7. Jurisdiction: Choice of Law.

Any civil action arising from this agreement shall be brought in the Superior Court for the Third Judicial District of the State of Alaska at Anchorage. The laws of the State of Alaska shall govern the rights and obligations of the parties under this grant agreement.

Grantee

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Section 8. Severability.

Any provision of this grant agreement decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the agreement.

Section 9. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 10. Inspection and Retention of Records.

A. Grantee shall, at any time during normal business hours and as often as Grantor may deem necessary, make available to Grantor, for examination, all of its records with respect to all matters covered by this agreement for a period ending three years after the date Grantee is to complete performance in accordance with Part I Section 3.

B. Upon request, and within a reasonable time, Grantee shall submit such other information and reports relating to its activities under this agreement, to Grantor, in such form and at such times as Grantor may reasonably require.

C. Grantee shall permit Grantor to review, examine and make copies of such records, and to make reviews of all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by this agreement. Grantor may, at its option, permit Grantee to submit its records to Grantor in lieu of the retention requirements of this section.

IN WITNESS WHEREOF, the parties have executed this agreement on the date and place shown below.

MUNICIPALITY OF ANCHORAGE

Mayor, Municipal Manager or Authorized Designee
Date: _____

GRANTEE NAME

Grantee Contact
Date: _____
Tax ID# **XX-XXXXXXX** Tax Status: Non-Taxable

Grantee

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APPENDIX B

FISCAL AND REPORTING REQUIREMENTS

I. NAME OF ORGANIZATION: **Grantee Name**

II. FISCAL REQUIREMENTS

A. Payment Schedule

1. The Director of the Parks & Recreation Department may alter the cash distribution schedule if deemed necessary, and will notify Grantee.

2. The payment schedule under this grant shall be as follows:

Grantee

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<u>Payment Number</u>	<u>Date Payment to be Made</u>	<u>Amount</u>
One Payment	Within a Reasonable Period after Execution of Grant Agreement	\$dollar amount

TOTAL BUDGETED AMOUNT \$dollar amount

B. Program Budget

The program budget is set forth in Appendix A.

III. REPORTING REQUIREMENTS

A. Reporting Date

Grantee shall submit a final report of its performance to the Director of the Parks & Recreation Department or designee sixty (60) days after termination or expiration of the grant, but no later than March 1 of the following year.

B. Contents of Report

Grantee shall submit a detailed final report of its grant agreement that includes the following information:

1. Name of organization
2. Number of participants
3. Facilities used
4. Comparison between and analysis of Grantee's actual performance and the grant agreement objectives as set forth in Appendix A
5. Overall evaluation and description of Grantee's performance
6. Financial statement covering the grant period setting forth a comparison between grant budget and actual revenue and expenses
7. Such other information as the Director of the Parks & Recreation Department may require



Four Valleys Community School
PO Box 790
Girdwood, Alaska 99587
Phone: 907.742.5317
cmcdermott@fourvalleys.org

March 29, 2021

Girdwood Board of Supervisors,

Thank you for the opportunity to comment on upcoming changes to the GBOS Non-Profit Grant application and cycle. I am unable to attend the meeting this evening because I am hosting a FVCS Girdwood Gardener's Forum (a free program helped made possible by GBOS Grant funds-thank you) this evening.

FVCS strongly supports changing the application due date to mid-September. One of our biggest challenges with current GBOS Grant deadline in June is that the early calendar date requires us to predict our calendar budget for a full 18 months into the future, while we only have current year 5 months (Jan-May) of operations to base those projections. In order to provide the most accurate budget possible having an additional 3 months of operations data will give us 8 months (Jan-Aug) of actuals to analyze, allowing us to submit a budget that is based on better and more in-depth operations data and results.

As a side note, the FVCS Board does a preliminary review of the next year's budget in November, for approval at our December meeting. This timeline fits well with building a budget that suits a September GBOS Grant timeline as well.

Our other focused comment is that we suggest specific language designating the target beneficiaries of grants are residents who reside in the GVSA. For example,

*The Girdwood Parks and Recreation Department strives to ensure that comprehensive and diverse recreation programs and activities are made available to the **community**.*

1. Instead of "community" specifically say Girdwood (or GVSA).

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.*

1. Suggest adding language that scholarships and fee reductions are to be **benefited by GVSA residents**.

Thank you for the opportunity to comment on the proposed changes to the GBOS Non-Profit Grant application.

Best Regards,

Catherine McDermott
FVCS Executive Director