



COMMUNITY SERVICE ORGANIZATIONS 2017 GRANT REQUEST

APPLICATION INSTRUCTIONS

Due Date: Wednesday, August 31st, 2016, 5pm. Late applications will not be considered.

CSO requests follow a competitive application process, as requests will likely exceed available funds.

Please review the entire packet of forms prior to starting your application. 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.

SUBMISSION FORMAT:

The City Administration plans to incorporate all grant submissions into a digital document for the City Council to review. For this reason, we require that the submissions to follow a uniform format. Please do not provide supplementary materials, which are not in the direct format of this packet.

Please submit **seven (7) DOUBLE-SIDED COPIES** and **ONE COMPLETE PDF FILE**

Address: City of Valdez, Attn: Finance Department, PO Box 307, 212 Chenega, Valdez AK 99686
mmccay@ci.valdez.ak.us

QUESTIONS:

Please contact Magdalena McCay, Comptroller, at 834-3454 or mmccay@ci.valdez.ak.us

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

CRITERIA, RESTRICTIONS, and INSURANCE REQUIREMENTS

The City of Valdez strives to ensure that a wide variety of programs and services are made available to the community. The objective of this grant program is to provide funding assistance to agencies and organizations to expand these opportunities in Valdez.

CRITERIA: The City Council 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 your program is not provided? What other programs/agencies exist to meet this need? How do they compare to your program?
- II. Management of the Program: Effective management of financial and human resources? Appropriate technical skills and knowledge of this program service? Fiscally responsible? Proven ability/track record?
- III. Fiscal Health of the Program: What internal controls are employed to ensure adherence to approved financial policies and oversight? What financial reserves are available to deal with unanticipated fiscal impacts?
- IV. Community Support of Program: Strong participation? Volunteer services? Financial support shown through private and corporate contributions, user fees, in-kind donations?
- V. Specifics of Program: Target population - who benefits from your program? Cost effective? Well thought-out concept and organized plan of action? Measurable results?

RESTRICTIONS: Restrictions on this funding include:

- 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. Grant funding is intended to supplement your budget, not to fund your program in total.
- V. Programs and services are the goal; grant funds are not to be used for construction activities. No equipment purchases of over \$500 will be permitted.
- VI. Grant funding is not intended to provide an increase to the fund balance of your organization. Funds are to be **fully** expended in the 2017 fiscal year on the specified program(s).

NOTE: This list is not intended to be all inclusive.

Criteria, Restrictions, and Insurance Requirements (continued)

INSURANCE REQUIREMENTS: Insurance requirements for Grant Recipients include:

A certificate of insurance naming the City as additional insured must be in effect during the entire contract period, including the following:

- * Worker's Compensation as required by Alaska Statutes and Employer's Liability in the amount of \$100,000.
- * Comprehensive General Liability to include premises operation, contractual liability, and personal liability in a minimum amount of \$1,000,000 combined single limit.
- * Comprehensive Auto Liability - \$500,000 per accident (for programs requiring the use of vehicles owned and/or hired)

AUDIT REQUIREMENTS FOR FUNDING REQUESTS OF \$100,000 OR MORE:

The Grantor requires a recipient receiving \$100,000 or more in the organization's fiscal year to conduct an independent audit by certified public accountant that is in conformity with generally accepted accounting principles in the United States of America. A copy of the financial statements and all audit findings must be submitted to the City of Valdez within 30 days after recipient receives the audit report.

Future funding requests will only be considered if prior year audits are on file with the City of Valdez as described above. If most recent audit is still pending at the date of application the City of Valdez must receive written notice of the audit status with the submittal.

2017 FUNDING REQUEST/CERTIFICATION FORM

ATTACHMENTS: (label as indicated)

- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2017 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2016

CERTIFICATION: (must be signed by both individuals)

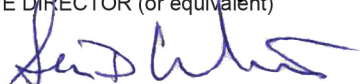
I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.



EXECUTIVE DIRECTOR (or equivalent)

August 26, 2016

DATE



PRESIDENT, BOARD OF DIRECTORS (or equivalent)

August 26, 2016

DATE

Alaska Avalanche Information Center

Statement of Financial Position

As of June 30, 2016

| | Jun 30, 16 | Jun 30, 15 | \$ Change | % Change |
|---------------------------------------|------------------|------------------|-----------------|--------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 001 · AAIC Main | 9,549.13 | 13,864.86 | -4,315.73 | -31.1% |
| 006 · VAC | -1,121.76 | -1,121.76 | 0.00 | 0.0% |
| 007 · Pay Pal | 5,613.61 | 3,982.84 | 1,630.77 | 40.9% |
| Total Checking/Savings | 14,040.98 | 16,725.94 | -2,684.96 | -16.1% |
| Accounts Receivable | | | | |
| 11000 · Accounts Receivable | 13,500.00 | 14,705.00 | -1,205.00 | -8.2% |
| Total Accounts Receivable | 13,500.00 | 14,705.00 | -1,205.00 | -8.2% |
| Other Current Assets | | | | |
| Inventory Asset | -28.74 | -28.74 | 0.00 | 0.0% |
| 009 · Michael O"Leary Scholarship Acc | 700.82 | 1,499.54 | -798.72 | -53.3% |
| 010 · Johnny Soderstrom Scholarship | 545.90 | 500.00 | 45.90 | 9.2% |
| 011 · Liam Walsh Memorial Fund | 8,793.24 | 0.00 | 8,793.24 | 100.0% |
| 012 · Erik Peterson Memorial | 1,231.50 | 0.00 | 1,231.50 | 100.0% |
| Total Other Current Assets | 11,242.72 | 1,970.80 | 9,271.92 | 470.5% |
| Total Current Assets | 38,783.70 | 33,401.74 | 5,381.96 | 16.1% |
| TOTAL ASSETS | 38,783.70 | 33,401.74 | 5,381.96 | 16.1% |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 20000 · Accounts Payable | 60.00 | 60.00 | 0.00 | 0.0% |
| Total Accounts Payable | 60.00 | 60.00 | 0.00 | 0.0% |
| Credit Cards | | | | |
| 51000 · Credit Accounts | | | | |
| 0040 · AAIC Main Credit account | 0.00 | 168.00 | -168.00 | -100.0% |
| 51000 · Credit Accounts - Other | 27.00 | 27.00 | 0.00 | 0.0% |
| Total 51000 · Credit Accounts | 27.00 | 195.00 | -168.00 | -86.2% |
| Total Credit Cards | 27.00 | 195.00 | -168.00 | -86.2% |
| Other Current Liabilities | | | | |
| 24000 · Payroll Liabilities | 402.14 | 148.02 | 254.12 | 171.7% |
| Total Other Current Liabilities | 402.14 | 148.02 | 254.12 | 171.7% |
| Total Current Liabilities | 489.14 | 403.02 | 86.12 | 21.4% |
| Total Liabilities | 489.14 | 403.02 | 86.12 | 21.4% |
| Equity | | | | |
| 30000 · Opening Balance Equity | 3,161.75 | 3,160.75 | 1.00 | 0.0% |
| 32000 · Retained Earnings | 29,837.97 | 14,329.58 | 15,508.39 | 108.2% |
| Net Income | 5,294.84 | 15,508.39 | -10,213.55 | -65.9% |
| Total Equity | 38,294.56 | 32,998.72 | 5,295.84 | 16.1% |
| TOTAL LIABILITIES & EQUITY | 38,783.70 | 33,401.74 | 5,381.96 | 16.1% |

Alaska Avalanche Information Center

Statement of Financial Income and Expense

July 2015 through June 2016

| | TOTAL |
|---|------------|
| Ordinary Income/Expense | |
| Income | |
| Sales Income | 55,530.89 |
| 43300 · Direct Public Grants | |
| 43310 · Corporate and Business Grants | 1,289.58 |
| 43330 · Foundation and Trust Grants | 1,000.00 |
| 43340 · Nonprofit Organization Grants | 6,500.00 |
| Total 43300 · Direct Public Grants | 8,789.58 |
| 43400 · Direct Public Support | |
| 43450 · Individ, Business Contributions | 35,863.93 |
| Total 43400 · Direct Public Support | 35,863.93 |
| 44800 · Indirect Public Support | 50.00 |
| 46400 · Other Types of Income | |
| 46410 · Advertising Sales | 3,000.00 |
| 46420 · Inventory Sales | 1,810.50 |
| 46430 · Miscellaneous Revenue | 0.00 |
| Total 46400 · Other Types of Income | 4,810.50 |
| 47200 · Program Income | |
| 47230 · Membership Dues | 591.05 |
| 47240 · Program Service Fees | 46,901.85 |
| Total 47200 · Program Income | 47,492.90 |
| 49900 · Uncategorized Income | 2,000.00 |
| Total Income | 154,537.80 |
| Cost of Goods Sold | |
| 50700 · Cost of Sales - Inventory Sales | -450.00 |
| Total COGS | -450.00 |
| Gross Profit | 154,987.80 |
| Expense | |
| 60300 · Awards and Grants | |
| 60320 · Cash Awards and Grants | 250.00 |
| 60300 · Awards and Grants - Other | 300.00 |
| Total 60300 · Awards and Grants | 550.00 |
| 60900 · Business Expenses | |
| 60920 · Bank Charge | |
| 60923 · VOID | 0.00 |
| 60920 · Bank Charge - Other | 737.74 |
| Total 60920 · Bank Charge | 737.74 |
| 60924 · Professional Membership dues | 390.00 |
| 60925 · Reimbursement | -1,090.36 |
| 60900 · Business Expenses - Other | 125.00 |
| Total 60900 · Business Expenses | 162.38 |
| 62100 · Contract Services | |
| 62110 · Accounting Fees | 1,501.10 |
| 62130 · Fundraising Fees | 1,471.61 |
| 62140 · Legal Fees | 60.00 |
| 62170 · Valdez Observation | 100.00 |
| 62100 · Contract Services - Other | 11,264.30 |
| Total 62100 · Contract Services | 14,397.01 |

Alaska Avalanche Information Center
Statement of Financial Income and Expense
 July 2015 through June 2016

| | <u>TOTAL</u> |
|--|------------------------|
| 62800 · Facilities and Equipment | |
| 62810 · Equipment | 5,060.72 |
| Total 62800 · Facilities and Equipment | 5,060.72 |
| 64000 · Program Expenses | |
| 64002 · Program Supplies | 3,151.58 |
| 64003 · Permit Fees | 319.44 |
| 64000 · Program Expenses - Other | 25,057.73 |
| Total 64000 · Program Expenses | 28,528.75 |
| 65000 · Operations | |
| 65020 · Postage, Mailing Service | 681.46 |
| 65030 · Printing and Copying | 846.16 |
| 65040 · Supplies | 92.49 |
| 65050 · Telephone, Telecommunications | 472.15 |
| Total 65000 · Operations | 2,092.26 |
| 65100 · Other Types of Expenses | |
| 65110 · Advertising Expenses | 495.05 |
| 65120 · Insurance | |
| 65121 · Directors & Officers | 646.00 |
| 65122 · General Liability | 4,980.00 |
| 65123 · Workers Compensation | 6,059.00 |
| Total 65120 · Insurance | 11,685.00 |
| 65170 · Staff Development | 1,155.00 |
| Total 65100 · Other Types of Expenses | 13,335.05 |
| 66000 · Payroll Expenses | 72,683.72 |
| 68300 · Travel and Meetings | 8,599.13 |
| 68400 · Website | 4,283.94 |
| Total Expense | 149,692.96 |
| Net Ordinary Income | 5,294.84 |
| Other Income/Expense | |
| Other Expense | |
| 80000 · Ask My Accountant | 0.00 |
| Total Other Expense | 0.00 |
| Net Other Income | 0.00 |
| Net Income | <u><u>5,294.84</u></u> |

Alaska Avalanche Information Center

Balance Sheet

As of July 24, 2015

| | Jul 24, 15 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 001 · AAIC Main | 25,276.66 |
| 006 · VAC | -1,121.76 |
| 007 · Pay Pal | 3,694.64 |
| Total Checking/Savings | 27,849.54 |
| Other Current Assets | |
| Inventory Asset | -28.74 |
| 009 · Michael O'Leary Scholarship Acc | 1,499.54 |
| 010 · Johnny Soderstrom Scholarship | 500.00 |
| Total Other Current Assets | 1,970.80 |
| Total Current Assets | 29,820.34 |
| TOTAL ASSETS | 29,820.34 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 60.00 |
| Total Accounts Payable | 60.00 |
| Credit Cards | |
| 51000 · Credit Accounts | |
| 0040 · AAIC Main Credit account | -41.00 |
| 51000 · Credit Accounts - Other | 27.00 |
| Total 51000 · Credit Accounts | -14.00 |
| Total Credit Cards | -14.00 |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | -145.76 |
| Total Other Current Liabilities | -145.76 |
| Total Current Liabilities | -99.76 |
| Total Liabilities | -99.76 |
| Equity | |
| 30000 · Opening Balance Equity | 3,160.75 |
| 32000 · Retained Earnings | 29,837.97 |
| Net Income | -3,078.62 |
| Total Equity | 29,920.10 |
| TOTAL LIABILITIES & EQUITY | 29,820.34 |

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08/18/15

Accrual Basis

Alaska Avalanche Information Center

Balance Sheet

As of June 30, 2015

| | Jun 30, 15 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 001 · AAIC Main | 13,864.86 |
| 006 · VAC | -1,121.76 |
| 007 · Pay Pal | 3,982.84 |
| Total Checking/Savings | 16,725.94 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 14,705.00 |
| Total Accounts Receivable | 14,705.00 |
| Other Current Assets | |
| Inventory Asset | -28.74 |
| 009 · Michael O'Leary Scholarship Acc | 1,499.54 |
| 010 · Johnny Soderstrom Scholarship | 500.00 |
| Total Other Current Assets | 1,970.80 |
| Total Current Assets | 33,401.74 |
| TOTAL ASSETS | 33,401.74 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 60.00 |
| Total Accounts Payable | 60.00 |
| Credit Cards | |
| 51000 · Credit Accounts | |
| 0040 · AAIC Main Credit account | 168.00 |
| 51000 · Credit Accounts - Other | 27.00 |
| Total 51000 · Credit Accounts | 195.00 |
| Total Credit Cards | 195.00 |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | 148.02 |
| Total Other Current Liabilities | 148.02 |
| Total Current Liabilities | 403.02 |
| Total Liabilities | 403.02 |
| Equity | |
| 30000 · Opening Balance Equity | 3,160.75 |
| 32000 · Retained Earnings | 14,329.58 |
| Net Income | 15,508.39 |
| Total Equity | 32,998.72 |
| TOTAL LIABILITIES & EQUITY | 33,401.74 |

2013 Year End

Alaska Avalanche Information Center
Balance Sheet
As of June 30, 2014

| | Jun 30, 14 |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 001 - AAIC Main | 2,235.74 |
| 002 - AAC | 15.96 |
| 003 - CORDOVA | 59.00 |
| 004 - HAINES | 978.05 |
| 005 - HPAIC | 5,184.01 |
| 006 - VAC | 17,366.63 |
| 007 - Pay Pal | 702.43 |
| Total Checking/Savings | 26,541.82 |
| Accounts Receivable | |
| 11000 - Accounts Receivable | -3,965.00 |
| Total Accounts Receivable | -3,965.00 |
| Other Current Assets | |
| Inventory Asset | -28.74 |
| Total Other Current Assets | -28.74 |
| Total Current Assets | 22,548.08 |
| TOTAL ASSETS | <u>22,548.08</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 - Accounts Payable | 5,000.00 |
| Total Accounts Payable | 5,000.00 |
| Total Current Liabilities | 5,000.00 |
| Total Liabilities | 5,000.00 |
| Equity | |
| 30000 - Opening Balance Equity | 5,012.00 |
| 32000 - Retained Earnings | 3,821.62 |
| Net Income | 8,714.46 |
| Total Equity | 17,548.08 |
| TOTAL LIABILITIES & EQUITY | <u>22,548.08</u> |

Approved and Signed October 15, 2014

Authorized Signer: Peter Carter



Income Budget

Alaska Avalanche Information Center

2016-2017

| Funding Source | Budget | Actual | Difference (\$) | Difference (%) |
|-------------------------------------|-------------------|---------------|------------------------|-----------------------|
| Contracts | \$ 30,000 | | \$ (30,000) | -100.0% |
| Training | 50,000 | | (50,000) | -100.0% |
| Grants | 50,000 | | (50,000) | -100.0% |
| Advertising | 5,000 | | | |
| Private Donations | 25,000 | | (25,000) | -100.0% |
| In-Kind (donations) | 10,000 | | (10,000) | -100.0% |
| Membership Dues | 3,500 | | (3,500) | -100.0% |
| Product sales | 5,000 | | (5,000) | -100.0% |
| Total Income | Budget | Actual | Difference (\$) | Difference (%) |
| | \$ 178,500 | \$ - | \$ (178,500) | -100.0% |
| GRANTS/CONTRACTS | | | | |
| City of Valdez | \$ 40,000 | | | |
| City of Haines | \$ 3,000 | | | |
| Alyeska Pipeline | \$ 3,000 | | | |
| City Electric | \$ 2,500 | | | |
| Tailgate Alaska | \$ 12,500 | | | |
| Wal Mart | \$ 2,500 | | | |
| Dept. of Public Safety | \$ 24,000 | | | |
| Rasmuson Foundation Equipment Grant | \$ 20,000 | | | |
| Alaska Community Foundation | \$ 10,000 | | | |
| State of Alaska - Snowtrack | \$ 10,000 | | | |
| Conoco Phillips | \$ 5,500 | | | |
| AARP Alaska | \$ 20,000 | | | |
| MEA | \$ 750 | | | |
| Mat Su Vintage Racers | \$ 500 | | | |
| MVFCU | \$ 500 | | | |
| AIARE Training | \$ 40,000 | | | |
| SUB TOTAL | \$ 194,750 | | | |
| SPECIAL PROJECTS | | | | |

Expense Budget

Alaska Avalanche Information Center

2016-2017

| Personnel | Budget | Actual | Difference (\$) | Difference (%) |
|---------------------------------------|------------|--------|-----------------|----------------|
| Executive Director | \$ 38,500 | | \$ (38,500) | -100.0% |
| Forecasters | 30,000 | | (30,000) | -100.0% |
| Instructors | 25,000 | | (25,000) | -100.0% |
| Contracted Services | 18,500 | - | (18,500) | -100.0% |
| Operating | Budget | Actual | Difference (\$) | Difference (%) |
| Advertising (Promotions/stickers) | \$ 1,000 | | \$ (1,000) | -100.0% |
| Communication (CC, Wx, LD, Avalanche) | 2,000 | | (2,000) | -100.0% |
| Constant Contact | 450 | | | 0.0% |
| InReach | 1,800 | | | 0.0% |
| Wx, LD, Info-x... | 250 | | | 0.0% |
| Continuing Education | 2,500 | | (2,500) | -100.0% |
| Dues and Membership | | | - | undefined |
| AAA membership | 1,000 | | (1,000) | -100.0% |
| ISSW Fees | 1,500 | | (1,500) | -100.0% |
| Facilities | | | - | undefined |
| Equipment / Gear | 6,000 | | (6,000) | -100.0% |
| Insurance | 12,000 | | (12,000) | -100.0% |
| Operating Expenses | | | - | undefined |
| Office supplies | 250 | | (250) | -100.0% |
| Dropbox | 100 | | (100) | -100.0% |
| Postage | 500 | | (500) | -100.0% |
| Printing and Copying | 500 | | (500) | -100.0% |
| Program Expenses | 20,000 | | (20,000) | -100.0% |
| Special Events | | | | undefined |
| Snow Safety Summit | 5,500 | | (5,500) | -100.0% |
| Community Snow Festival | 2,500 | | (2,500) | -100.0% |
| Taxes | 500 | | (500) | -100.0% |
| Travel (gas/mileage .55) | 9,000 | | (9,000) | -100.0% |
| Website | | | - | undefined |
| Domain Fees | 250 | | (250) | -100.0% |
| Hosting Fees | 200 | | (200) | -100.0% |
| Service Provider Fees | 250 | | (250) | -100.0% |
| Development | 7,500 | | (7,500) | -100.0% |
| Total Expenses | Budget | Actual | Difference (\$) | Difference (%) |
| | \$ 180,050 | \$ - | \$ (180,050) | -100.0% |

GEAR

Equipment Trailer
Snowmachines (2)
Beacons, shovels, probes
Airbags
Uniforms
Weather Station supplies
Other?

EDUCATION

AIAIRE Classes
DPS Training
Utility company contracts

PROGRAM INFORMATION

ORGANIZATION NAME: _____

Program Title: _____

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

3. Is this program year-round, seasonal, or a one-time event? _____
Schedule: Beginning date: _____ Ending date: _____

4. Estimated number of people to be served by this program? _____
Provide formula for estimate:

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

6. Is membership in your organization required for participation: Yes_____ No_____

7. Fee to participant: Member \$_____ Non-Member \$_____

8. Number of paid program staff: Full-time _____ Part-time _____ Temporary _____

ORGANIZATION NAME: _____
 Program Information (continued)

9. Volunteer Services Information:

| | | |
|-----------------------|------------------|-------|
| Number of volunteers: | Actual 2014 | _____ |
| | Actual 2015 | _____ |
| | Anticipated 2016 | _____ |
| | Estimated 2017 | _____ |

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

Types of services provided by volunteers:

10. Where will you operate this program? What facilities?

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75% _____

50% _____

25% _____

0% _____

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

ORGANIZATION NAME: _____
Program Information (continued)

13. Any other comments you would like to make about your program?

| Grant Award History and Current-Year Request | | | | | | | |
|--|---------------------|-------|--------|-------|----------|---------|------|
| | | | | | | | |
| | | 2015 | | 2016 | | | 2017 |
| | | Award | Actual | Award | Estimate | Unspent | |
| Personnel & Prof Svcs | | | | | | | |
| | Personnel | | | | | | |
| | Legal | | | | | | |
| | Accounting | | | | | | |
| | Insurance | | | | | | |
| | Dues | | | | | | |
| | Other | | | | | | |
| | Total | | | | | | |
| Program Expenses | | | | | | | |
| | Contract Services | | | | | | |
| | Supplies | | | | | | |
| | Promotion | | | | | | |
| | Other | | | | | | |
| | Total | | | | | | |
| Building, Supplies, Equip. | | | | | | | |
| | Rent | | | | | | |
| | Utilities | | | | | | |
| | Supplies | | | | | | |
| | Equipment, Capital | | | | | | |
| | Maintenance | | | | | | |
| | Printing, Promotion | | | | | | |
| | Other | | | | | | |
| | Total | | | | | | |
| Grand Total | | | | | | | |

ORGANIZATION NAME: _____

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

| <u>Program Expenses:</u> | <u>Budget</u> | <u>Breakdown</u> |
|--|---------------|------------------|
| PERSONAL SERVICES: | \$ _____ | |
| Salaries/wages | | \$ _____ |
| Employee benefits | | \$ _____ |
| Other: _____ | | \$ _____ |
| CONTRACTUAL SERVICES: | \$ _____ | |
| Reproduction/copying | | \$ _____ |
| Equipment rental | | \$ _____ |
| Data processing | | \$ _____ |
| Dues/subscriptions | | \$ _____ |
| Contractual services | | \$ _____ |
| Professional fees & services | | \$ _____ |
| Other: _____ | | \$ _____ |
| OTHER SERVICES: | \$ _____ | |
| Volunteer services | | \$ _____ |
| Communications/postage | | \$ _____ |
| Printing | | \$ _____ |
| Advertising/promotion | | \$ _____ |
| Electricity | | \$ _____ |
| Heating | | \$ _____ |
| Travel/transportation | | \$ _____ |
| Other: _____ | | \$ _____ |
| COMMODITIES: | \$ _____ | |
| Clothing | | \$ _____ |
| Office supplies | | \$ _____ |
| Building maintenance | | \$ _____ |
| Operating supplies | | \$ _____ |
| Parts & supplies - equipment | | \$ _____ |
| OTHER CHARGES/EXPENSES: | \$ _____ | |
| Insurance | | \$ _____ |
| Contingencies | | \$ _____ |
| Training | | \$ _____ |
| Rent | | \$ _____ |
| Capital equipment | | \$ _____ |
| Office equipment | | \$ _____ |
| Other expenses: _____ | | \$ _____ |
| TOTAL COST FOR OPERATION OF THIS PROGRAM: | \$ _____ | |

ORGANIZATION NAME: _____

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of _____ to _____

| <u>SOURCES OF PROGRAM FUNDING</u> | <u>GOAL AMOUNT</u> | <u>%</u> | <u>COMMITTED (Y/N)</u> |
|--|--------------------|-------------|------------------------|
| Parent Organization | \$ _____ | _____ | _____ |
| Gifts and Contributions | \$ _____ | _____ | _____ |
| Membership Dues | \$ _____ | _____ | _____ |
| Fees & charges to participants | \$ _____ | _____ | _____ |
| Private sector grants (specify source and date of award) | | | |
| _____ | \$ _____ | _____ | _____ |
| _____ | \$ _____ | _____ | _____ |
| _____ | \$ _____ | _____ | _____ |
| Fundraisers (specify major fundraising events/programs) | | | |
| _____ | \$ _____ | _____ | _____ |
| _____ | \$ _____ | _____ | _____ |
| _____ | \$ _____ | _____ | _____ |
| Subtotal of Financial Support for this program: | \$ _____ | _____ | |
| Supplemental Funding Requested from City of Valdez: | \$ _____ | _____ | |
| <u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u> | \$ _____ | 100% | |

NOTE: Projected program financial support should meet or exceed projected program expenditures. If 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.

ORGANIZATION NAME: _____

SCOPE OF SERVICES

Timeline OUTCOMES for 2017 (What do you plan to accomplish in 2017 - be specific)

| |
|--|
| |
|--|

Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

Alaska Avalanche Information Center (AAIC)

2015-16 Season Summary

Alaska experienced another unseasonably warm winter with heightened avalanche activity across many parts of the state in late November and again at the New Year. Impressive glide activity began in February and continued to affect many of the coastal mountains through the end of the season. March and April kept our forecasters busy with storm and spring thaw activity.

Unfortunately six avalanche fatalities were not prevented this winter. The last three occurred in areas that are commonly used by motorized recreationalists and not serviced by an avalanche forecast center. AAIC is the statewide network of practitioners creating and improving avalanche information and educational opportunity.

AAIC supports six community avalanche centers across the state. Expanded outreach includes partnerships with municipalities, land managers, local newspapers, public radio, Alaska Department of Public Safety, snowmachine clubs, and universities. Our educators taught more than 50 community awareness classes as well as AIARE Level 1 & 2 courses for a total of 66 courses and counting.

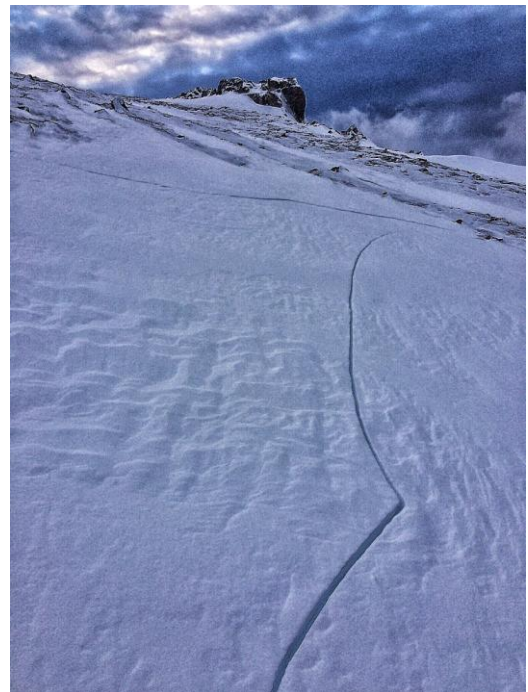
Statewide AAIC 2015-16 Outreach Stats:

Published Forecasts: 290 Website Hits: 295,000

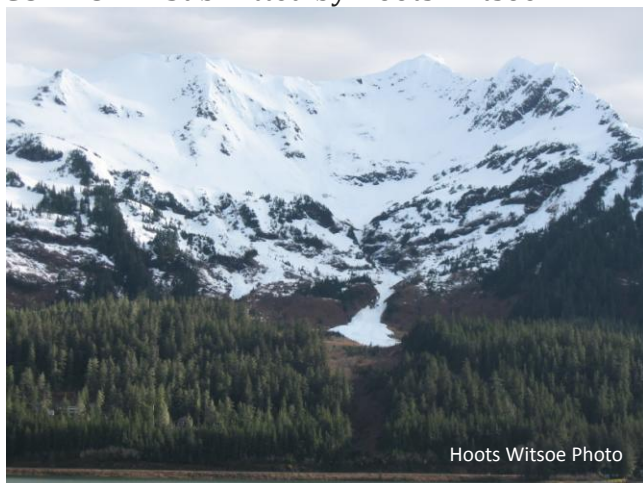
Education Programs: 66 Individuals/students served through Education Programs: 2930

ANCHORAGE (AAC): Submitted by Mat Brunton
The Anchorage Avalanche Center continues to evolve. In October a group of representatives from the Chugach National Forest Avalanche Center, Hatcher Pass Avalanche Center and the public met to discuss potential options for supporting and growing this center. In the meantime, the center continued its fourth season of providing regular backcountry avalanche information and education programs for Chugach State Park and residents of the greater Anchorage area.

AAC provided 34 advisories (at least once a week from mid December through April, with additional advisories issued as warranted by conditions), 65+ observations, backcountry preparedness and avalanche awareness clinics in the greater Anchorage area, and free “Know Before You Go” avalanche education for at least 1,000 middle and high school students in the Anchorage and Matanuska-Susitna Borough School Districts.



CORDOVA: Submitted by Hoots Witsoe



Our season began with hope for a colder winter than last year. However that hope changed to indifference by the New Year as the freezing line rose and left us with no snow below 1000 feet. Ample snow fell in the upper mountains and typical avalanche cycles occurred. The lack of snow in lower elevations, however, limited backcountry use and avalanche exposure. The lack of snow also kept any avalanche activity from reaching the highway. Prevailing warm temperatures brought spring shed early.

EASTERN ALASKA RANGE (EARAC): Submitted by James Smith

The Eastern Alaska Range Avalanche Center's first year was busy and productive. Early season storms (September to November) followed by over three months of relative drought, wind events, and warmer than normal temperatures produced widespread PWLs throughout the area. These were then buried by successive storms in mid to late March, which resulted in an active snowpack with widespread natural and human triggered avalanche hazards.



While EARAC does not yet provide forecasting services, we worked to develop our observer network with great success using both social media and website platforms. Facebook page 'Likes' are up 93% from March 2015 and we've had a Facebook Reach of 80,521 in the last year.

During the Arctic Man Ski and Sno-Go Classic in April, EARAC worked with AAIC forecasters to provide an avalanche forecast for five days during the event. EARAC volunteers participated in the rescue, and subsequent accident investigation of two fatal avalanche accidents in April.

EARAC hosted 16 educational classes ranging from awareness to Level 2, and reached over 300 students.

HAINES (HAIC): Submitted by Erik Stevens



This season started off strong, if not a little late, with 1-2m of heavy snowfall above 2000ft the first half of November. This set up most of our ski terrain with good coverage and a stable base, which is just what we like to see. The top layers of very loose, dry powder (which made for great skiing for a week or so) became a curse by late November.

Then the region was walloped by a Pineapple Express with 100mph south winds, 30-60cm of very wet snow followed by heavy rain up to mountain top level, and temperatures that rose 30° F in 24 hours. In advance of this storm we coordinated with AAIC's forecasting director, and other forecasters around the state. It was agreed the conditions could reach into the Extreme category for avalanche danger. We issued the Extreme rating the evening of Nov. 19th, lasting through the 21st. We produced a special press release that went out on the airwaves to warn of unusually high avalanche danger. The storm hit hard, closing the Klondike highway almost immediately due to avalanche. Reports came in all weekend of people hearing large avalanches coming down the mountains nearby. After the storm had passed we could see that nearly every path had slid, several of them to size 4. One very large slide covered nearly 5,000 vertical feet and tossed trees into Chilkat Lake (this area has several private cabin lots that sit in the runouts of large avalanche chutes). Over the next several days, members of the public commented to us that they appreciated hearing our warnings over the radio ahead of time.

That November Pineapple Express was the beginning of a persistent warm regime. Snow levels remained near 2000ft for most of the winter. The season became remarkable for not having a single strong outbreak of arctic air (defined as temperatures below 0°F in town). There was little in the way of skiing below treeline, so riders shifted their focus to the high terrain of the Chilkat pass.

The rest of the season played out as pretty standard. A couple of surface hoar events caused some significant avalanche trouble from February-March. We had 7 close calls reported to us, plus three burials. One slide at the Chilkat pass in April led to a fatality – the fifth in five years. Since it occurred across the border in British Columbia, Avalanche Canada is producing a report on this accident.

HAIC produced 45 advisories this season. We taught 15 free community avalanche courses in Haines and Skagway, and contributed to education efforts and forecasting at the Arctic Man ski and snowmachine race near Fairbanks. Our website hits continue to increase, and our Facebook page has been hugely popular with about 19,000 post views. We are building partnerships with local stakeholders: skiing, guiding, and mining operations. Funding

continues to increase each year, as does backcountry use, and sense of community.

HATCHER PASS (HPAC): Submitted by Allie Barker

Hatcher Pass Avalanche Center had an eventful season despite three unfortunate avalanche fatalities, a skier, a snowmachiner, and a snowshoer. HPAC provided avalanche advisories every Saturday, November through April, and more as warranted by weather conditions and accidents. There was a significant increase in website users this season, ranging from 1000-3000 hits per day.

The CNFAIC extended their observation platform, making HPAC public and professional observations visible on both HPAC and CNFAIC's websites. This partnership resulted in an increased number of public observations, as well as improving communication between HPAC, AK State Parks, AK Avalanche School, AK Pacific University, CNFAIC, and AK DOT professionals.



HPAC provided a free rescue workshop with over 80 participants in conjunction with the CNFAIC, AK Avalanche School, and local groups, thanks to a grant from the Department of Public Safety/AAIC.

Hatcher Pass received just about all its snow in November and March, with little in between- giving pause to ripen our famous square powder. November's significant avalanche cycle resulted in an avalanche crossing and closing the road for over a week. The old timers had to scratch their heads trying to remember the last time they lowered the avalanche gate, likely around the time of the lace up telemark boot, the Elan sno-go and Tom Murphy caretaking the Independence Mine.

This avalanche path is near the "Road Run" a popular high school winter recreation area. The same path ran in March, stopping nearly 10 feet from the road and adjacent to a recently used campfire site. (See photo.)

HPAC involvement was integral in the avalanche accident search for Liam Walsh (who is still missing), avalanche accident investigations, interviews with avalanche fatality victims, AAA accident write-ups, and collaboration with just about every associated agency within 100 miles. As a result of the accidents, community support has skyrocketed, assisting HPAC in raising over \$8000 for "Are You Beeping" signs for next season.



Over 180 people filled the ski chalet for an outstanding fundraiser and cabin fever reliever including "bluegrass-beer-bunny boots-boogying" all to help further the mission of the avalanche center. With a successful fundraiser, and sold out raffle, our little grassroots center is growing. Overall, the support, encouragement, collaboration, and involvement of many avalanche professionals and community members made this a remarkable season for HPAC.

VALDEZ (VAC): Submitted by Sarah Carter

Thompson Pass received 505" snow with 57" water equivalent in the course of 22 storm events. The town of Valdez received 178" snow with 40" water equivalent.

Our region experienced six widespread avalanche cycles related to storm snow avalanches that posed HIGH danger to backcountry travelers. Diverse user numbers continue to increase (listed in order): motorized, motorized hybrid with ski/snowboard/kite, touring ski/snowboard, mechanized ski/snowboard, and kite ski/board. March and April had many close calls with human triggered storm slab avalanches; some over surface hoar, with some stepping down to deeper weaknesses or glacier ice. A few individuals were captured, pulled their balloon-pack and successfully came to rest on or near the surface with minor injury.



Our membership has grown to 140 individuals, businesses, and community partners supporting the forecast and education programs. Beginning in October, 145 forecasts were published. An average of 300 people view the forecast each day with almost 50,000 views this season. Peak days during March and April saw over 800 visits. Our instructors taught several awareness classes in our schools and community including the annual Beacons & Eggs and Tailgate Mountains skills programs.

This is the fourth year the City of Valdez has funded the Valdez Avalanche Center. Private sector businesses and individual member donations have grown the center from a solely volunteer effort to paying seven forecasters, observers, and educators for their hard work.

Photos:

1. Impressive shooting crack on Peak 3 (NW aspect, ~3700', 12/13/15): a screaming red flag of avalanche danger. Photo: Mat Brunton
2. Three Mile Copper River Highway path ran naturally below the snowline March 21, 2016. Photo: Hoots Witsoe
3. Snowmachine triggered fatal avalanche in the Hoodoo Mountains, Eastern Alaska Range April 3, 2016 Photo: Conrad Chapman
4. Snowmachine triggered fatal avalanche, Courage Mountain, Eastern Alaska Range April 12, 2016 Photo: Conrad Chapman
5. February glide cracks near Haines Photo: Erik Stevens
6. Deep slab over surface hoar near Haines Photo: Erik Stevens
7. March wet slab on Marmot Mountain's SE face running to within 10' of the road. This was the same path that crossed and closed the road in November. Photo: Jed Workman
8. Nov 14, 2015 - Skier unknowingly triggering an avalanche on Marmot Mountain. Public use continues to increase and push the limits. Photo: Jed Workman
9. March 5, 2016 – Snowmachine triggered surface hoar above MP 30 Thompson Pass Photo: Morgan Gantz

Alaska Avalanche Information Center

Balance Sheet

As of June 30, 2016

| | Jun 30, 16 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 001 · AAIC Main | 9,569.69 |
| 007 · Pay Pal | 5,563.61 |
| Total Checking/Savings | 15,133.30 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 12,000.00 |
| Total Accounts Receivable | 12,000.00 |
| Other Current Assets | |
| Inventory Asset | -28.74 |
| 009 · Michael O"Leary Scholarship Acc | 700.82 |
| 010 · Johnny Soderstrom Scholarship | 545.90 |
| 011 · Liam Walsh Memorial Fund | 8,793.24 |
| 012 · Erik Peterson Memorial | 1.00 |
| Total Other Current Assets | 10,012.22 |
| Total Current Assets | 37,145.52 |
| TOTAL ASSETS | 37,145.52 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 60.00 |
| Total Accounts Payable | 60.00 |
| Credit Cards | |
| 51000 · Credit Accounts | |
| 0099 · Valdez Credit account | -63.42 |
| 51000 · Credit Accounts - Other | 27.00 |
| Total 51000 · Credit Accounts | -36.42 |
| Total Credit Cards | -36.42 |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | 402.14 |
| Total Other Current Liabilities | 402.14 |
| Total Current Liabilities | 425.72 |
| Total Liabilities | 425.72 |
| Equity | |
| 30000 · Opening Balance Equity | 3,161.75 |
| 32000 · Retained Earnings | 30,959.73 |
| Net Income | 2,598.32 |
| Total Equity | 36,719.80 |
| TOTAL LIABILITIES & EQUITY | 37,145.52 |

Alaska Avalanche Information Center

08/26/16

Profit & Loss

Accrual Basis

July 2015 through June 2016

| | Jul '15 - Jun 16 |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| Sales Income | 15,530.89 |
| 43300 · Direct Public Grants | |
| 43310 · Corporate and Business Grants | 41,289.58 |
| 43330 · Foundation and Trust Grants | 1,000.00 |
| 43340 · Nonprofit Organization Grants | 6,500.00 |
| Total 43300 · Direct Public Grants | 48,789.58 |
| 43400 · Direct Public Support | |
| 43450 · Individ, Business Contributions | 37,187.09 |
| Total 43400 · Direct Public Support | 37,187.09 |
| 46400 · Other Types of Income | |
| 46410 · Advertising Sales | 3,000.00 |
| 46420 · Inventory Sales | 1,810.50 |
| 46430 · Miscellaneous Revenue | 0.00 |
| Total 46400 · Other Types of Income | 4,810.50 |
| 47200 · Program Income | |
| 47230 · Membership Dues | 591.05 |
| 47240 · Program Service Fees | 45,394.70 |
| Total 47200 · Program Income | 45,985.75 |
| 49900 · Uncategorized Income | 2,000.00 |
| Total Income | 154,303.81 |
| Cost of Goods Sold | |
| 50700 · Cost of Sales - Inventory Sales | -450.00 |
| Total COGS | -450.00 |
| Gross Profit | 154,753.81 |
| Expense | |
| 60300 · Awards and Grants | |
| 60320 · Cash Awards and Grants | 250.00 |
| 60300 · Awards and Grants - Other | 300.00 |
| Total 60300 · Awards and Grants | 550.00 |
| 60900 · Business Expenses | |
| 60920 · Bank Charge | |
| 60923 · VOID | 0.00 |
| 60920 · Bank Charge - Other | 722.78 |
| Total 60920 · Bank Charge | 722.78 |
| 60924 · Professional Membership dues | 390.00 |
| 60925 · Reimbursement | -1,090.36 |
| 60900 · Business Expenses - Other | 125.00 |
| Total 60900 · Business Expenses | 147.42 |
| 62100 · Contract Services | |
| 62110 · Accounting Fees | 1,501.10 |
| 62130 · Fundraising Fees | 1,471.61 |
| 62170 · Valdez Observation | 400.00 |
| 62100 · Contract Services - Other | 13,644.70 |
| Total 62100 · Contract Services | 17,017.41 |
| 62800 · Facilities and Equipment | |
| 62810 · Equipment | 5,060.72 |
| Total 62800 · Facilities and Equipment | 5,060.72 |

Alaska Avalanche Information Center

08/26/16

Profit & Loss

Accrual Basis

July 2015 through June 2016

| | Jul '15 - Jun 16 |
|---------------------------------------|------------------|
| 64000 · Program Expenses | |
| 64002 · Program Supplies | 3,301.58 |
| 64003 · Permit Fees | 319.44 |
| 64000 · Program Expenses - Other | 24,477.33 |
| Total 64000 · Program Expenses | 28,098.35 |
| 65000 · Operations | |
| 65020 · Postage, Mailing Service | 681.46 |
| 65030 · Printing and Copying | 846.16 |
| 65040 · Supplies | 92.49 |
| 65050 · Telephone, Telecommunications | 509.64 |
| Total 65000 · Operations | 2,129.75 |
| 65100 · Other Types of Expenses | |
| 65110 · Advertising Expenses | 495.05 |
| 65120 · Insurance | |
| 65121 · Directors & Officers | 646.00 |
| 65122 · General Liability | 4,980.00 |
| 65123 · Workers Compensation | 6,059.00 |
| Total 65120 · Insurance | 11,685.00 |
| 65170 · Staff Development | 1,205.00 |
| Total 65100 · Other Types of Expenses | 13,385.05 |
| 66000 · Payroll Expenses | 72,683.72 |
| 68300 · Travel and Meetings | 8,599.13 |
| 68400 · Website | 4,283.94 |
| Total Expense | 151,955.49 |
| Net Ordinary Income | 2,798.32 |
| Net Income | 2,798.32 |

CITY OF VALDEZ

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

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 (labeled page 1)
- ☒ Recent Total Organization Financial Statement (labeled page 2)
- ☒ Copy of Prior Three Prior Years' Balance Sheets (labeled page 3)
- ☒ Current Operating Budget for Total Organization (labeled page 4)
- ☒ Copy of Proposed 2017 Budget (labeled page 5)
- ☒ Program Information forms (labeled pages 6, 7, and 8)
- ☒ Operating Expenses of Proposed Program/Budget form #1 (labeled page 9)
- ☒ Funding Sources for Proposed Program/Budget form #2 (labeled page 10)
- ☒ Scope of Services form (labeled page 11)
- ☒ Additional pages submitted by agency (label page numbers accordingly)
- ☒ Copy of Balance Sheet and Profit and Loss as of 6/30/2016

REMINDER: You must submit **seven (7) DOUBLE SIDED COPIES OF COMPLETE PACKET** and **a COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Wednesday, August 31st, 2016**
Early submissions are accepted and encouraged!

Thank you for your submission.