



**City of Valdez
Community Service Organization
Grant Request - FY2018**

INTRO

As we look ahead to 2018, Levitation 49 is keenly sensitive to the words we heard from at least one City Councilman at budget time last year who admonished that we should not expect continued support without proof of movement toward greater organizational self-sufficiency. Despite some significant setbacks, L49 did make progress toward this goal. Our re-organization has strengthened the organizational underpinnings of this young startup and better sets us up for success in coming years.

What to Expect in 2018

Though we were roiled by significant setback in the first half of 2017, in 2018 L49 fully expects to return to the momentum it was riding at the end of 2016. Recovering from a paradigm-shifting moment in our young organizations startup had its benefits. With the help of Foraker Group and our auditor, the organization shored up its organizational underpinnings and financial statements. We also got a much more realistic idea of the real costs to operate, especially as relates to labor for state parks maintenance and operations, as well as with respect to event and administrative operations. This means that going into 2018 we have a much better handle on true costs to manage such an ambitious organization and that's reflected in our budget.

Economic Stimulus Value. In research the state of city support for organizations such as ours from across the country, we found that in at least a couple notable examples, the city puts such grants under the category of Economic Stimulus. We think that's an appropriate term to describe the work of Levitation 49. We used the average visitor spending estimates from McDowell Group's Valdez Visitor Profile 2016 to run some calculations on expected return on investment in L49 in 2018. Combining spending from state parks visitors with L49 event participants totals **\$5.66 million** of visitor spending directly attributable to L49 operations.

Here's how we came up with that number. All attendance numbers are estimated conservatively.

Events

400 winter visitors to Ice and Bike fest x \$723pp = \$343,200

Rock & Flow off-peak summer total 200 x \$271pp = \$54,200

Confluence, fall, 75 x \$271 = \$20,325

Combined, that's **\$363,525** being brought into Valdez due to L49 events.

State Parks

The value grows incrementally when we add in the traffic we see come through the state parks traffic. Overnight lodging at the public use cabins at Shoup Bay and campers at Blueberry Lake Campground adds another 1100 x \$271 = \$298,100

If you say that on average the 100,000 people who pass through Worthington Glacier SRS spend even \$50 in Valdez - and we know the vast majority are spending more on glacier cruises - that's \$5 million.

So, state parks traffic to the area brings approximately **\$5.3 million** in visitor spending.

Adding \$5.3 million to \$363,525, you get \$5.66 million

Organizational capacity building. In general, we fear that L49 is being pigeonholed as little more than an event production company and state park stewards. Our work in these two main areas, while core tactics to support our mission, are not the sum of what we're all about. We intend for our Executive Director to spend less time on event and state park management and more time on higher level functions such as community relations, public relations and nurturing strategic partnerships. We are driven to continue to make inroads on make L49 more self-sustaining and more true to the higher goals of our mission concerning economic diversification. To do so, here are summaries of some priorities for 2018.

Staffing. We want to free up our Executive Director to spend more time nurturing and leveraging relationships with natural allies like Prince William Sound College and the Valdez Convention and Visitor's Bureau as well as other less obvious businesses, big and small, that have expressed interest in working more closely with L49. L49 plans to fund a .75 FTE event manager/administrative assistant and, with camping revenues and grants, we will fund a seasonal state park campground manager and a trail foreman.

Events. We believe our event revenue will increase dramatically in 2018 especially for our climbing events. We intend to add a stronger music/entertainment component for all events so that Valdez is known for hosting sporting events scaled, but similar in feel, to comparable events in the Lower 48. We believe that once such a reputation is rooted, Valdez will increase it's appeal as a destination on the itinerary of more and more bucket-list adventurers coming to Alaska. For two years now, we have been able to get performers to donate their talent and we've seen the buzz about our events grow because of it but we must begin to more equitably compensate local and visiting performers.

Media. We have hundreds of frames of photo and hundreds more hours of video assets banked from 2016 and 2017, so in 2018 our focus will be targeted on only those stories and characters that are new or notable to the events. With all the footage we will produce more stories about Valdez as a mountains sports destination. In late 2017, L49 launches its first efforts to use our assets to more generally promote visits to Valdez in the winter in addition to continuing sport-specific and direct-to-enthusiast social/digital ads. We will be revamping the website and boosting the visibility of our amazing collection of photos and videos on our social channels. These visuals are also important to sponsor as they appreciate having their logos, products and athletes get more visibility through our efforts. Consistency in delivering such value-adds to our sponsors will eventually result in getting cash in addition to in-kind sponsorships.

Future jobs creator. As a potential jobs creator, L49 already shows the potential to provide year-round jobs for positions such as event director, administrative assistant, development director, volunteer coordinator, youth outreach coordinator, and state parks operations director. Businesses we hope our efforts help the City attract to Valdez include a brewery and/or

distillery, fat bike rental shop, summer stand-up paddle rental/yoga school, climbing school/guide service, more high tech workers (like Tune) and an ad agency.

Backstory. We have prevailed over setbacks that befell us in the first half of 2017 and are proud to point to the following very significant strides we've made in hopes that Council will have confidence in L49 to resume and advance its commitment to economic diversification through the development and promotion of events and projects that support the mountain sports lifestyle. We remain steadfast in our belief in the power and benefit of investing in outdoor recreation to make Valdez a more attractive community to live, work, and play.

Focusing on Fundamentals. L49's board of directors has turned over completely and the new board has already taken great strides to focus on structure and policies. With the help of our first audit, we have also taken steps to improve administrative practices and reporting to produce financial reports that will make it easier to track and understand expenses and revenues and how they track to mission. L49 enlisted the help of the Foraker Group in resolving internal personnel issues and improving organizational structure. To that end, L49's Executive Director and President attended the Foraker Leadership Summit to continue to gain knowledge through seminars and sharing best practices with other non-profits across the state.

Grant Success. In total, L49 was awarded \$97,500 in grants. The biggest portion of this total comes from two federal grants totaling \$90,000. A \$40,000 grant was used to re-open the entirety of the 10-mile Shoup Trail from town to the public use cabins at Shoup Bay State Marine Park. A community survey from 2015 showed Shoup Trail was a priority and L49 is proud to have been able to re-open a trail, that with further work, could become a key asset to residents and attract more visitors. The feds also awarded L49 a \$50,000 equipment grant to purchase motorized equipment to help stay ahead of maintenance needs at Shoup and the other state park units. Unfortunately, funding for this grant is on hold and may never come to fruition due to changes in federal policies, specifically the ability to be granted waivers to the Buy American program. We also received a \$5000 grant from People for Bikes to pay for a grooming tool for singletrack fat bike trails and bike repair stations that we will work with the city to place. Another \$2500 grant awarded in 2016 will pay for signage intended to be placed at Glacier Campground to direct people to climbing crags that are walking distance from the campground.

Relationship with DNR Repaired. Levitation 49 has worked diligently to repair relations with the State Department of Natural Resources and we feel we have been successful in our efforts to convince the state that the trespass on state land was a one-off occurrence and that policies and procedures have been put in place to prevent against a recurrence.

Relationships with Sponsors Back on Track. Levitation 49 is extremely pleased to inform Council that all core international outdoor industry climbing brand sponsors are returning to our events in 2018 at the same or increased levels: adidas Outdoor, Black Diamond, CAMP/Cassin, Petzl, The North Face and the American Alpine Club. In fact, the world's foremost climber,

Conrad Anker, will be a special guest at ice fest 2018. In 2018, we plan to better track the value and profit realized on the in-kind donations our sponsors provide. L49 could have made more revenue on silent auction items at all three sports events however organizing the auctions fell to the bottom of our list of priorities.

Relationship with the City. We proudly proclaim to sponsors, media and anyone else who will listen what great support we enjoy from the progressive City Council and administration in Valdez. City Council members went to bat for us in Juneau when the chips were really down; we have seen repeatedly that the City Manager has our back. The financial support City Council grants us is crucial and the kind of morale-boosting in-kind support we get from so many departments is invaluable. Our Police and Fire Departments are easy and friendly to work with. Public Works makes us giddy with their willingness to help make our events shine. We continue to build on a terrific relationship with Ports and Harbors that recognizes the value of tapping into our potential to help bring energy to our existing harborfront and beautiful new harbor complex. Our contacts in the Finance Department and Jennifer James at the Civic Center are an absolute delight to work with and the new city Events Manager position continues to evolve to help all events be as successful as possible.



Laughter Yoga on Kelsey Dock, June 2017

Zachary Sheldon, Alaska. Photography

REQUIRED FINANCIAL DATA

Levitation 49	
Profit and Loss	
January - December 2016	
	Total
Revenue	
4001 Events Income	
4001-1 Event Registration	22,154.93
Total 4001 Events Income	\$ 22,154.93
4009 Non Profit Income	
4009-1 Grants	152,000.00
Total 4009 Non Profit Income	\$ 152,000.00
4017 Sponsorship	9,000.00
4019 State Parks Camping Fees	24,578.73
Total Revenue	\$ 207,733.66
Cost of Goods Sold	
5000 Contract Services	30,279.82
5003 Event Services	9,554.39
Total Cost of Goods Sold	\$ 39,834.21
Gross Profit	\$ 167,899.45
Expenditures	
6000 Advertising	20,483.19
6000-1 Advertising - Website	155.80
6000-2 Media Services	31,613.75
Total 6000 Advertising	\$ 52,252.74
6002 Bank Charges	586.99
6006 Dues & Subscriptions	1,286.00
6007 Event F&B	3,619.29
6008 Tools & Equipment	2,785.75
6009 Event Venues	1,323.11
6011 Fundraising	1,040.48
6012 Grant Expense	2,006.66
6013 Insurance	2,660.89
6018 Legal & Professional Fees	15,066.92
6019 Meals and Entertainment	974.61
6020 Meetings & Trade Events	410.62
6021 Office Supplies and Expenses	1,985.39
6022 Permits	2,200.00
6023 Promotional Expense	2,893.65

6026 Repair & Maintenance	213.90
6027 Shipping and delivery expense	23.60
6030 Supplies	4,520.27
6031 Taxes & Licenses	55.00
6033 Travel	6,227.48
6038 VIP Hospitality	2,397.50
Total Expenditures	\$ 104,530.85
Net Operating Revenue	\$ 63,368.60
Other Expenditures	
8000 Miscellaneous	1.50
Total Other Expenditures	\$ 1.50
Net Other Revenue	-\$ 1.50
Net Revenue	\$ 63,367.10

Levitation 49	
Balance Sheet	
As of December 31, 2016	
	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 BUSINESS CHECKING (XXXXXX 3077)	63,367.10
1001 PayPal Bank	0.00
Total Bank Accounts	\$ 63,367.10
Other Current Assets	
1008 Undeposited Funds	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 63,367.10
TOTAL ASSETS	\$ 63,367.10
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3002 Retained Earnings	
Net Revenue	63,367.10
Total Equity	\$ 63,367.10
TOTAL LIABILITIES AND EQUITY	\$ 63,367.10

Levitation 49	
Budget Overview: FY 2017 - FY17 P&L	
January - December 2017	
	Total
Revenue	
4001 Events Income	25,000.00
4002 Fundraising - Income	5,000.00
4009 Non Profit Income	
4009-1 Grants	200,000.00
Total 4009 Non Profit Income	\$ 200,000.00
4014 Sales	10,000.00
4017 Sponsorship	13,500.00
4019 State Parks Camping Fees	30,000.00
Total Revenue	\$ 283,500.00
Cost of Goods Sold	
5000 Contract Services	90,000.00
5003 Event Services	6,000.00
Total Cost of Goods Sold	\$ 96,000.00
Gross Profit	\$ 187,500.00
Expenditures	
6000 Advertising	67,700.00
6000-1 Advertising - Website	500.00
6000-2 Media Services	23,500.00
Total 6000 Advertising	\$ 91,700.00
6002 Bank Charges	600.00
6004 Continuing Education	2,000.00
6006 Dues & Subscriptions	1,300.00
6007 Event F&B	4,000.00
6008 Tools & Equipment	5,000.00
6009 Event Venues	1,500.00
6011 Fundraising	1,200.00
6012 Grant Expense	50,000.00
6013 Insurance	3,000.00
6018 Legal & Professional Fees	5,000.00
6019 Meals and Entertainment	1,000.00
6021 Office Supplies and Expenses	2,000.00
6022 Permits	3,000.00
6023 Promotional Expense	5,000.00
6030 Supplies	1,000.00

6033 Travel	6,000.00
6035 Uncategorized Expenditure	200.00
6038 VIP Hospitality	4,000.00
Total Expenditures	\$ 187,500.00
Net Operating Revenue	\$ 0.00
Net Revenue	\$ 0.00

Levitation 49	
Budget Overview: Operating Budget for 2018 - FY18 P&L	
January - December 2018	
	Total
Revenue	
4001 Events Income	56,000.00
4002 Fundraising - Income	14,000.00
4009 Non Profit Income	
4009-1 Grants	115,000.00
Total 4009 Non Profit Income	\$ 115,000.00
4017 Sponsorship	12,000.00
4019 State Parks Camping Fees	30,000.00
Total Revenue	\$ 227,000.00
Cost of Goods Sold	
5000 Contract Services	100,000.00
5002 Creative Services	23,500.00
5003 Event Services	30,000.00
5004 State Park Staffing	25,000.00
Total Cost of Goods Sold	\$ 178,500.00
Gross Profit	\$ 48,500.00
Expenditures	
6000 Advertising	23,000.00
6000-1 Advertising - Website	500.00
Total 6000 Advertising	\$ 23,500.00
6002 Bank Charges	600.00
6004 Continuing Education	2,000.00
6006 Dues & Subscriptions	1,500.00
6007 Event F&B	7,000.00
6008 Tools & Equipment	2,250.00
6009 Event Venues	1,500.00
6011 Fundraising	1,200.00
6012 Grant Expense	100,000.00
6013 Insurance	10,000.00
6018 Legal & Professional Fees	12,000.00
6019 Meals and Entertainment	1,000.00
6021 Office Supplies and Expenses	4,000.00

6022 Permits	3,000.00
6023 Promotional Expense	4,350.00
6030 Supplies	4,000.00
6033 Travel	6,000.00
6034 Leases & Rentals	6,400.00
6036 Uncategorized Expense	200.00
6038 VIP Hospitality	8,000.00
Total Expenditures	\$ 198,500.00
Net Operating Revenue	-\$ 150,000.00
Net Revenue	-\$ 150,000.00

Levitation 49		
Profit and Loss		
June 2017		
	Total	
	Jun 2017	Jan - Jun, 2017 (YTD)
Revenue		
4001 Events Income		
4001-1 Event Registration	59.59	1,402.66
4001-2 Event Donations	4,260.83	7,766.36
Total 4001 Events Income	\$ 4,320.42	\$ 9,169.02
4009 Non Profit Income		
4009-1 Grants		80,000.00
Total 4009 Non Profit Income	\$ 0.00	\$ 80,000.00
4014 Sales	2,470.30	2,470.30
4017 Sponsorship		1,100.00
4018 Square Income (deleted)		0.00
4019 State Parks Camping Fees		
4019-1 Cabins	720.00	9,845.00
4019-2 Campground		769.41
Total 4019 State Parks Camping Fees	\$ 720.00	\$ 10,614.41
Total Revenue	\$ 7,510.72	\$ 103,353.73
Cost of Goods Sold		
5000 Contract Services		
5000-2 State Park Maintenance	1,591.82	1,591.82
5000-3 Administrative		7,900.00
5000-4 Contract Service - Misc		1,400.00
Total 5000 Contract Services	\$ 1,591.82	\$ 10,891.82
5002 Creative Services		
5002-1 Graphic Design	516.60	1,691.60
5002-2 Photography	400.00	3,390.00
5002-3 Video	4,000.00	28,837.18
Total 5002 Creative Services	\$ 4,916.60	\$ 33,918.78
5003 Event Services		
5003-1 Event Operations		2,600.00
5003-3 Event Staffing	3,509.09	4,530.63
Total 5003 Event Services	\$ 3,509.09	\$ 7,130.63
Total Cost of Goods Sold	\$ 10,017.51	\$ 51,941.23
Gross Profit	-\$ 2,506.79	\$ 51,412.50

Expenditures		
6000 Advertising	638.21	7,797.51
6002 Bank Charges	2.10	448.43
6004 Continuing Education	350.00	1,425.00
6006 Dues & Subscriptions	500.00	821.98
6007 Event F&B	550.00	1,837.25
6008 Tools & Equipment	1,591.00	7,927.92
6009 Event Venues	100.00	660.88
6012 Grant Expense		3,035.75
6013 Insurance	2,010.74	8,600.16
6018 Legal & Professional Fees	100.00	915.00
6019 Meals and Entertainment	33.50	526.71
6021 Office Supplies and Expenses	228.90	1,888.88
6022 Permits		2,250.00
6023 Promotional Expense		623.13
6025 Rent or Lease	150.00	150.00
6027 Shipping and delivery expense	18.99	154.31
6030 Supplies	854.71	2,795.71
6031 Taxes & Licenses		100.00
6032 Tools		300.00
6033 Travel	3,654.71	5,622.90
6038 VIP Hospitality	1,310.00	4,736.86
Total Expenditures	\$ 12,092.86	\$ 52,618.38
Net Operating Revenue	-\$ 14,599.65	-\$ 1,205.88
Net Revenue	-\$ 14,599.65	-\$ 1,205.88

Levitation 49	
Balance Sheet	
As of June 30, 2017	
	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 BUSINESS CHECKING (XXXXXX 3077)	63,361.22
1001 PayPal Bank	0.00
Total Bank Accounts	\$ 63,361.22
Other Current Assets	
1008 Undeposited Funds	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 63,361.22
TOTAL ASSETS	\$ 63,361.22
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3002 Retained Earnings	64,567.10
Net Revenue	-1,205.88
Total Equity	\$ 63,361.22
TOTAL LIABILITIES AND EQUITY	\$ 63,361.22

Note: An audit of 2016 financials by Foster CPA of Anchorage is past due and will be submitted to the City immediately upon receipt by L49.



COMMUNITY SERVICE ORGANIZATIONS 2018 GRANT REQUEST

APPLICATION INSTRUCTIONS

Due Date: Thursday, August 31st, 2017, 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 **one (1) DOUBLE-SIDED COPY** 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 2018 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.

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

2018 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

CONTACT PERSON E-MAIL: _____

PROGRAM TITLE: _____

FUNDING REQUEST FOR 2018: \$ _____ revised CSO \$83,450, Events
\$66,550

1. Non-Profit Corporation? Yes _____ NO _____
Date of incorporation: _____ Federal Tax ID #: _____

2. Organization's estimated TOTAL 2018 operating budget: \$ _____

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2015				
2016				
2017				
2018				

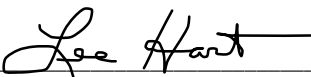
4. What was previous grant funding used for? Be specific.

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 2018 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2017


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)

DATE



PRESIDENT, BOARD OF DIRECTORS (or equivalent)

08.31.17

DATE

(Organization's Most Recent Fiscal Year-End Financial Statement
to include all fund balances on all organization's funds)

(All Funds)

(Copy of Three Prior Fiscal Years' Balance Sheets)

(Organization's Current Operating Budget)

(All Funds)

(Copy of Proposed 2018 Budget)

(All Funds)

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 2015	_____
	Actual 2016	_____
	Anticipated 2017	_____
	Estimated 2018	_____

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?

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 2018 (What do you plan to accomplish in 2018 - be specific)

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Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

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 2018 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 6/30/2017

REMINDER: You must submit **one (1) DOUBLE SIDED COPY OF COMPLETE PACKET** and **a COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Thursday, August 31st, 2017**
Early submissions are accepted and encouraged!

Thank you for your submission.