



## COMMUNITY SERVICE ORGANIZATIONS 2019 GRANT REQUEST

### APPLICATION INSTRUCTIONS

Due Date: Thursday, August 31<sup>st</sup>, 2018, 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

### QUESTIONS:

Please contact Magdalena McCay, Comptroller, at 834-3454

## 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 2019 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

## 2019 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON E-MAIL: \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_

FUNDING REQUEST FOR 2019: \$ \_\_\_\_\_

1. Non-Profit Corporation? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date of incorporation: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

2. Organization's estimated TOTAL 2019 operating budget: \$ \_\_\_\_\_

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016				
2017				
2018				
2019				

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 2019 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2018

**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)

\_\_\_\_\_  
DATE

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

**(All Funds)**

Date	Description of Transaction	Debit	Credit	Balance
6/30/2017	Checking Account Statement			\$5,784.05
7/25/2017	Reimbursement: Yosselyn Gheen	\$45.48		\$5,738.57
7/31/2017	Checking Account Statement			\$5,738.57
8/22/2017	Deposit, Rene Chrystal (250), Bake Sale (91.01), Valdez U-Drive (100)		\$441.01	\$6,179.58
8/23/2017	BANK RESEARCH FEES	\$14.00		\$6,165.58
8/31/2017	Checking Account Statement			\$6,165.58
9/6/2017	Deposit, City of Valdez		\$2,100.00	\$8,265.58
9/22/2017	Reimbursement: Kelly Remme (Parade Candy & Balloons)	\$45.80		\$8,219.78
9/29/2017	Checking Account Statement			\$8,219.78
10/31/2017	Checking Account Statement			\$8,219.78
11/1/2017	Deposit, Smith Family Donation		\$800.00	\$9,019.78
11/16/2017	Reimbursement: Meagan Craig (Goldfish, Book basket book)	\$36.41		\$8,983.37
11/17/2017	Reimbursement: Yosselyn Gheen (Ink, CoV food trays, GRD supplies, copies, Literacy Council)	\$169.58		\$8,813.79
11/20/2017	Reimbursement: Jamie Winchester (Book basket books & lights)	\$59.26		\$8,754.53
11/24/2017	Reimbursement: Meagan Craig (Christmas Bazaar Ornament Supplies)	\$50.33		\$8,704.20
12/1/2017	Withdrawal: Change for Christmas Bazaar	\$250.00		\$8,454.20
12/4/2017	Payment: Valdez Emblem Club #514 (Christmas Bazaar table)	\$40.00		\$8,414.20
12/4/2017	Deposit, Christmas Bazaar Change (\$250), Bazaar Profit (\$305)		\$555.00	\$8,969.20
12/12/2017	Reimbursement: Kelly Remme (Book Basket décor)	\$64.13		\$8,905.07
12/13/2017	Deposit, Gold Rush Days Donation		\$200.00	\$9,105.07
12/21/2017	Reimbursement: Arts Design, LLC (Bookcase logos)	\$47.95		\$9,057.12
12/29/2017	Checking Account Statement			\$9,057.12
12/29/2017	Checking Account Statement			\$9,057.12
1/4/2018	Deposit, Copper Valley Electric Donation		\$600.00	\$9,657.12
1/25/2018	Reimbursement: Yosselyn Gheen (Stamps \$9.80, Tatitlek Bookcase \$67.88)	\$77.68		\$9,579.44

1/26/2018	Reimbursement: Kate Spadafora (Read on the Fly labels, paper)	\$26.99		\$9,552.45
1/31/2018	Checking Account Statement			\$9,552.45
2/5/2018	Reimbursement: Kristin Kinstrey (Library Book Basket building materials)	\$69.44		\$9,483.01
2/7/2018	Deposit, City of Valdez		\$2,100.00	\$11,583.01
2/21/2018	Reimbursement: Kelly Remme (Christmas Bazaar Jar Supplies)	\$7.36		\$11,575.65
2/28/2018	Checking Account Statement			\$11,575.65
3/7/2018	Deposit, Night @ Museum Fundraiser		\$359.00	\$11,934.65
3/13/2018	Payment: USPS (Post office box fee, annual)	\$72.00		\$11,862.65
3/16/2018	Reimbursement: Kate Spadafora (Smith family gift basket)	\$40.99		\$11,821.66
3/30/2018	Checking Account Statement			\$11,821.66
4/11/2018	Donation: Stepping Stones Learning Center (Night @ Museum funds + \$200 match)	\$559.00		\$11,262.66
4/11/2018	Reimbursement: Yosselyn Gheen (Meeting Pizza)	\$120.00		\$11,142.66
4/30/2018	Reimbursement: Kelly Remme (Night @ Museum Fundraiser supplies)	\$25.96		\$11,116.70
4/30/2018	Checking Account Statement			\$11,116.70
5/18/2018	Payment: Arts Design (Teddy Bear Sign)	\$25.00		\$11,091.70
5/25/2018	Reimbursement: Jamie Winchester (4 pocket files)	\$17.98		\$11,073.72
5/31/2018	Checking Account Statement			\$11,073.72
6/29/2018	Checking Account Statement			\$11,073.72
Pending October '18	* Dollywood Foundation Invoice for Book Delivery Program	\$6000.00		\$5073.72

**\*Important Note!!** Normally at this time of year, Valdez Imagination Library has approximately \$5000 funding available. This year, our annual April Dollywood Foundation payment for the Book Delivery Program (approximately \$6000) has been moved from April 2018 to October 2018.

Date	Description	Debit	Credit	Balance
7/6/2015	PTA		150.00	3,449.80
9/30/2015	Best Beginnings		161.00	3,610.80
9/30/2015	Eagles		500.00	4,110.80
9/30/2015	Bake Sale		358.00	4,468.80
9/30/2015	service charge	0.55		4,468.25
12/13/2015	Megan Craig (1065) supply	77.14		4,391.11
12/13/2015	Bake Sale		392.00	4,783.11
1/12/2016	Yosselyn Gheen (1066) supply	101.09		4,682.02
1/12/2016	Yosselyn Geen (1067) supply	35.00		4,647.02
1/14/2016	Sitka Emblem Club		930.00	5,577.02
1/14/2016	Copper Valley Electric		300.00	5,877.02
1/26/2016	Gold Rush Inc		400.00	6,277.02
1/20/2016	Alyeska		500.00	6,777.02
2/3/2016	City of Valdez		3,600.00	10,377.02
2/8/2016	Copper Valley Telephone		500.00	10,877.02
3/21/2016	Rene Crystal		250.00	11,127.02
3/21/2016	Jeff Johnson		100.00	11,227.02
3/24/2016	Dollywood (1068)	6,000.00		5,227.02
4/19/2016	United Way		2,100.00	7,327.02
5/9/2016	playground donation check #1069	100.00		7,227.02
9/27/2016	Petrostar		500.00	7,727.02
9/27/2016	Emblem Club		300.00	8,027.02
10/5/2016	Valdez Literacy Council: Author Julia Cook Visit (1071)	1,000.00		7,027.02
10/12/2016	Yosseyln Gheen (1074) Supply	20.34		7,006.68
10/13/2016	Virginia Corral (1072)	32.50		6,974.18
10/21/2016	Kim Michaud (1073)	109.41		6,864.77
12/10/2016	Bake sale		360.00	7,224.77
12/14/2016	Yosseyln Gheen (1076) supply	23.38		7,201.39
12/15/2016	Best Beginnings		250.00	7,451.39
12/15/2016	Eagle Auxiliary Aerie 1971		500.00	7,951.39
12/28/2016	Arts Design (1075) - signage	40.00		7,911.39
12/28/2017	Copper Valley Electric Donation		300.00	8,211.39
2/15/2017	Petrostar		500.00	8,711.39
3/23/2017	United Way of Valdez donation		3,261.13	11,972.52
3/23/2017	Yosselyn Gheen (1079) supply	102.95		11,869.57
4/13/2017	Check to Dollywood Foundation (1077)	6,000.00		5,869.57
4/14/2017	Daniel Hulbert		100.00	5,969.57
4/14/2017	Emblem Club		350.00	6,319.57
4/24/2017	Andrea Cleland airfare(1078)	931.04		5,388.53
5/9/2017	Airfare reimbursement from City of Valdez		465.52	5,854.05



5/11/2017	Kim Michaud for Post Office Box (1080)	70.00		5,784.05
6/30/2017	Ending Balance			5,784.05
7/25/2017	Reimbursement: Yosselyn Gheen (Printing Fees & Display)	\$45.48		\$5,738.57
7/31/2017	Checking Account Statement			\$5,738.57
8/22/2017	Deposit, Rene Chrystal (250), Bake Sale (91.01), Valdez U-Drive (100)		\$441.01	\$0.00
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Pending October '18	* Dollywood Foundation Invoice for Book Delivery Program	\$6000.00		\$5073.72

**\*Important Note!!** Normally at this time of year, Valdez Imagination Library has approximately \$5000 funding available. This year, our annual April Dollywood Foundation payment for the Book Delivery Program (approximately \$6000) has been moved from April 2018 to October 2018.



## 2018 Valdez Imagination Library Current Operating Budget

### Public Support & Revenue – All Sources

	Budget 2018	Explanation
Contributions & Donations	\$8110	
Special Events		
Sales of Materials		
Bake Sales/Fundraisers	\$560	
<b>Total</b>	<b>\$8670</b>	

### Expenses

	Budget 2018	Explanation
Book Delivery Program	\$6300	
Events	\$1500	Author Visit
Book Basket Donation	\$300	For Consortium Fall Library Fund Raiser
Printing/Copying	\$120	
Postage	\$200	
Advertising	\$30	
Prizes/Refreshments	\$100	
Commodities/Office Supplies	\$120	
<b>Total</b>	<b>\$8670</b>	



## 2019 Valdez Imagination Library Proposed Budget

	2019 Public Support & Revenue
Contributions & Donations	8000
Bake Sales/Fundraisers	500
<b>Total</b>	<b>\$8500</b>

	2019 Expenses
Book Delivery Program	6000
Events	1800
Book Basket Donation	300
Printing/Copying/Advertising	110
Postage	50
Bank and Post Office fees	90
Commodities/Office Supplies	150
<b>Total</b>	<b>\$8500</b>

## 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 2016	_____
	Actual 2017	_____
	Anticipated 2018	_____
	Estimated 2019	_____

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?

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ORGANIZATION NAME: \_\_\_\_\_

**OPERATING EXPENSES OF PROPOSED PROGRAM**

(Budget Form #1)

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



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)			
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
<b>Subtotal of Financial Support for this program:</b>	\$ _____	_____	
<b>Supplemental Funding Requested from City of Valdez:</b>	\$ _____	_____	
<b><u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u></b>	\$ _____	<b>100%</b>	

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 2019 (What do you plan to accomplish in 2019 - be specific)

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Attach additional pages if necessary

*Definition: Outcome - End product or result accomplished.*

## Valdez Imagination Library Funding Overview as of 6/30/2018

### Copy of Donations and Expenditures

Expenditures		
Date	Description	Costs
7/25/2017	Reimbursement: Yosselyn Gheen	\$45.48
8/23/2017	BANK RESEARCH FEES	\$14.00
9/22/2017	Parade Candy & Balloons	\$45.80
11/16/2017	Goldfish, Book basket book	\$36.41
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5/18/2018	Payment: Arts Design (Teddy Bear Sign)	\$25.00
5/25/2018	Jamie Winchester (4 pocket files)	\$17.98
Pending for Oct '18	**Dollywood Foundation Payment	\$6000.00
6/30/2018	Total Expenditures	\$1,865.34 or \$7865.34 in Oct '18

\*\* Our regular annual April Dollywood payment has been moved to October '18.

## Valdez Imagination Library Funding Overview as of 6/30/2018

### Copy of Donations and Expenditures

Donations Received		
Date	Description of Transaction	Credit
8/22/2017	Deposit, Rene Chrystal (250), Bake Sale (91.01), Valdez U-Drive (100)	\$441.01
9/6/2017	Deposit, City of Valdez	\$2100.00
11/1/2017	Deposit, Smith Family Donation	\$800.00
12/4/2017	Deposit, Christmas Bazaar Change (\$250), Bazaar Profit (\$305)	\$555.00
12/13/2017	Deposit, Gold Rush Days Donation	\$200.00
1/4/2018	Deposit, Copper Valley Electric Donation	\$600.00
2/7/2018	Deposit, City of Valdez	\$2100.00
3/7/2018	Deposit, Night @ Museum Fundraiser	\$359.00
6/30/2018	<b>Total Donations</b>	<b>\$7155.01</b>

## 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 2019 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 6/30/2018

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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, 2018**  
Early submissions are accepted and encouraged!

Thank you for your submission.