



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

COMMUNITY GRANT APPLICATION

GRANT APPLICATIONS MUST BE SUBMITTED TO THE KETCHIKAN GATEWAY BOROUGH FINANCE DEPARTMENT BY CLOSE OF BUSINESS DAY MARCH 13, 2017.

- 1900 First Avenue, Suite 118, Ketchikan, Alaska 99901
-

THE PROCESS

In order to provide funding to community based non-profit agencies, the Ketchikan Gateway Borough designed this form to gather information on applicants' programs, projects and/or operations.

The community grant program is subject to annual appropriation by the Ketchikan Gateway Borough. After the application deadline, the applications will be brought forward during a scheduled Borough Assembly meeting for final determination. Applicants will be notified once the meeting date has been set.



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

GRANT REQUEST

Amount requested: \$1,000.00

- Other Financial Commitments (total in-kind/cash match, other agency funds, etc.): ***The KYI Youth 2 Work program is supported by inkind match from mentors with expertise in the different areas of training.***
- Other Funds Required (not yet committed/identified):

Program/project title: **KYI Youth 2 Work Orientation Program**

ORGANIZATIONAL INFORMATION

Organization name: **Ketchikan Youth Initiatives**

Address: (mailing) **724 Bayview Street**

City: **Ketchikan**

State: **CA**

Zip: **99901**

Telephone: **907-617-5990**

Fax:

E-mail: **kyibobbie@gmail.com**

Executive director: **Bobbie McCreary**

Telephone: **907-617-5990**

Name of contact person: **as above**

Title: **Administrator**

Telephone: **as above**

Cell phone: **as above**

Total organization budget for current year: **\$ 38,700**

Date of incorporation: **March 29, 2005**

Is your organization tax exempt under section 501(c) (3) or other sections? **YES**

If no explain:



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

Which of the following Ketchikan Gateway Borough areawide powers does your project address (check one)?

- | | |
|---|---|
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transportation | <input checked="" type="checkbox"/> Education |
| <input type="checkbox"/> Other (specify) | |

Staff composition in numbers

Paid full-time: 0

Paid part-time: 0

Volunteer: ranges between 10 and 15 at any one time

Interns: 1 (VISTA)

Other:

Total 100+ annually

Detail the purpose(s) of your request with justification and explanation

(For the following, use additional pages as needed)

As we worked with teens and young adults through community service work, volunteer participation and program involvement since KYI was formed over 10 years ago, we observed that many of these youth were not well prepared to become gainfully employed. They might not understand: what is expected of a worker, how to demonstrate a solid work ethic, working through communication problems with other employees or managers. In 2008-2010 we conducted a Youth 2 Work program in partnership with the local Job Center that was originated with the assistance of an AmeriCorps VISTA member. 32 students were certified "job ready" from this program after participating in a training program and 90 to 100 hours of work experience under the oversight of an adult mentor to assist with communications between employer and youth employees. When the job center hired a full-time career guide to work with youth, KYI tabled the program. In the interim, we continued our commitment to preparing youth to successfully enter the workforce on a one-by-one basis.

For the past three years Ketchikan Youth Initiatives has been building the Paintball Leadership program conducted on site at the two paintball fields operated by KYI on Revilla Road. We recruit trainees from the middle schools and also accept a few aged 15 to 18. We have averaged 17 team members in the program each season. The team members serve groups of crew members and others who pay to play paintball. The team keeps a log of the hours spent on work days and as a team members managing

2018

X – Community Grant Application



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

paying customers. At the end of the season, team members share in the net proceeds of the season based on their share of the total hours recorded by all participants. This year our program will be enriched by customer service training provided by volunteers from Ketchikan Kayak Company who were very impressed with the teams that served them last year and offered to add their expertise into our training program.

Beginning this season we will be operating an ART SHOPPE selling art and gifts crafted by youth from the newly opened "Work Shoppe" situated in the front of the Youth Community Center located at 632 Park Avenue. We anticipate involving 15 to 25 students in this operation including the artists who produce the inventory. Applying what we have learned from operating the Paintball Leadership team, these students will share in proceeds of the retail business based on the level and type of their involvement. This retail operation will benefit from the opportunity to sell to the large number of tourists that pass by each day as they walk down Park Avenue, many of whom can be attracted to purchase unique souvenirs made by Ketchikan youth.

We respectfully request your support in funding the orientation for each group of trainees. These funds include their transportation (to the Revilla paintball fields), materials, equipment and supplies to properly prepare them for their roles on the leadership and management teams. We will also provide a minimal stipend to the young adults who conduct the orientations.

A significant portion of the operational budget for these programs is funded through the sales revenues generated. To the extent we require additional funding to maintain the programs we have benefitted from the generosity of local businesses and donors.

BUDGET FOR ORIENTATION OF YOUTH TRAINEES

\$400 Cost for Orientation of 20 Paintball Leadership team prospective participants

\$400 Cost for Orientation of 20 Management Team prospects to operate the KYI Art Shoppe retail store

\$200 Stipends to Instructors

TOTAL GRANT REQUEST - \$1,000



Statement of measurable goals and objectives of project(s) or program(s):

The on-the-job training approach undertaken in these two Youth 2 Work leadership/management programs assures that those who complete the season benefit from learning work skills that are readily transferable to a new job opportunity. These youth learn not only how to operate as a team and exemplify professional behavior in conducting these KYI youth-run businesses, but also develop practical skills in communication, customer service, money handling, bookkeeping, sales and marketing, inventory and product development. Our experience in the Paintball Leadership program has shown that 20% of the trainees that complete the season's program move directly into employment and at least 50% of the remainder, those who wish to secure jobs at this age, successfully acquire gainful employment within one year of completing this training program. Given that over 75% of the trainees are 15 and under, this is an excellent result.

Are there other projects related to or dependent on this project? Is this project dependent on other activities or actions? If yes, describe projects, actions or activities specifying phases where appropriate.

NO

Discuss project management and qualifications.

.As mentioned earlier, KYI, as an organization and its volunteers, have been actively engaged in this the Youth 2 Work program since its inception in 2008. The adult mentors have many years of business experience to offer as they coach the trainees. The older youth who have "learned on the job" as leaders and managers are committed to turning the "newbies" into successful team members, learning a lot about leading in the process. The entire project is a "win/win" operation.



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

Attachments: *(Please attach in order listed below)*

Cover letter

X Cover letter

Finances

- X Audited financial statement for the last fiscal year, if available, or form 990.
 - X The current year operating budget, to include your project expenses and revenues.
 - X A proposed program budget with narrative.
 - X A list of other agencies that funded your organization in the last fiscal year, including amounts contributed.
 - X What is the annual cost and long-term operation and maintenance costs of this project? Provide backup material. Included in description of the budget requirements
-

Other Supporting Materials

- X A verification of the organization's or fiscal agent's tax-exempt status under section (c) 3 of the IRS code.
- X A current list of the governing board.
- X Letters of support, Resolutions, and/or reviews (if applicable).
- What state and/or federal compliance requirements will this project satisfy or correct?
- X How will the project improve the economic environment? ***Providing a meaningful training and leadership opportunity for teens in an actual business environment produces youth who are "job ready" to provide valuable work services to local employers.***



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

SUPPORTING MATERIALS

Attached are:

Form 990 & Financial Audit for FYE 5/31/15 (most recent available)

Current Year Operating Budget FY17

Program Budget is included in this application

Other agencies that funded our organization in the last year:

Rasmuson Foundation - \$46,200

Tongass Trading - \$5000

Eagles Lodge - \$1850

First Bank – \$4600

United Way - \$500

SSEABIA - \$2500

Wal Mart - \$2000

American Seafood - \$300

Cost of operations and maintenance (outlined in request)

IRS Tax Exempt letter

KYI Board Members

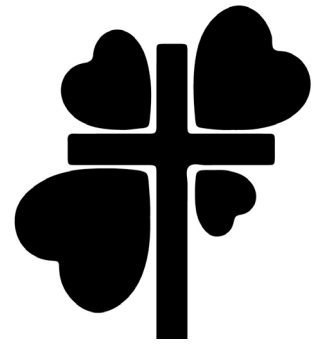
CURRENT KYI OPERATING BUDGET

KYI OPERATING BUDGET SUMMARY FY 16-17

Excluding Capital Projects

INCOME			
Contributions & Grants			
	Government Grants	8,200	Skatepark M&O grant; training
	Foundation Grants	6,000	American Seafoods, Crossett, Wal Mart, etc
	Corporations	8,500	First Bank, Tongass Tr, NJPT, etc
	Individuals	<u>6,000</u>	Including Board
		28,700	
	Fund-Raising Event Revenue	6,000	6,000 PB booth, Garage Sale, Event misc
	Program Revenue		
	Paintball	3,500	groups, rentals, sales, 2 fields
	Other	<u>500</u>	web cam ads @ 500 ea
		4,000	
	TOTAL REVENUE	38,700	
EXPENSE			
Occupancy			
	Insurance, Utilities, Repairs	8,300	
		8,300	
Administration			
	General Operations	3,200	office supplies, materials, fees, adv
	Contract Staff & Professional Fees	<u>6,900</u>	VISTA 3,000, Acct 3,500, Misc
		10,100	
Fund-Raising Expense			
	Events	1,700	facilities/materials
		1,700	
Programs			
	Paintball Program	5,500	insurance, materials, bonus
	Skatepark (Web Cam)	1,500	internet and archive software, ins
	Skatepark M&O	<u>7,200</u>	Maintenance & operation
		14,200	
	TOTAL EXPENSE	34,300	
	NET PROFIT (LOSS)	4,400	

“Christians serving our neighbors”



L
O
V
E
I
N
A
C
T
I
O
N

March 10, 2017

Re: Community Grant

Dear KTN Gateway Mayor and Assembly Members,

I would like to ask for your support for the mission of Ketchikan Youth Initiatives in their vision to prepare teens and young adults to be successful workers.

They are seeking funds for training stipends to attract middle schoolers into the Youth 2 Work Paintball Leadership Program and the Art Shoppe Management Program. These are their OJT training programs. They have run the Paintball Leadership Program successfully for three years, This will be the fourth. The youth run the paintball business for the summer as they serve crew members off the ships and other groups who come to play.

These on the job training opportunities are providing insight and experience for youth as they prepare to get out on their own.

We fully support the work of KYI and ask that you consider funding for this program

Sincerely,

Lisa

Lisa Scarborough, Executive Director

**ROSTER OF KYI BOARD OF DIRECTORS, YOUTH COUNCIL AND
OTHER RESOURCES Sept 2016**

Officers	First	Last	Home Address	Email	Cell #	
President	Ty	Rettke	Park Ave	media.rettke@gmail.com	617-2939	entrepreneur; PATH Shelter Manager; web site
Vice President	Amanda	Pierce	1341 peyton place, ktn ak 99901	askpatty@gmail.com	910-228-1097	Project assistant Construction
Secty	Alana	Maki	1621 Tongas Ave # 103, Ktn, AK 99901	alanagrhd@hotmail.com	602-920-3253	dental Hygenist
Treasurer	Lorraine	Johnson	507 Anderson, Ktn, AK 99901	lorrainejohnsonak@gmail.com	617-6194	Business Owner Stonetree Vet
Director	Jos	Govaars	5208 Shoreline, Ktn, AK 99901	josgovaars@yahoo.com	617-1051 skype	Consultant, Mining Logistics
Director	Bonnie	Morris	P.O. Box 1049, Craig AK 99921	eagle_one69@hotmail.com	821-8410 skype	School District, POW wellness
Director	Nycole	Gizinski	875 Front St. KTN	ngizinski@hotmail.com	220-7187	architectural design, R&M
Director	Carlen	Williams	2993 Forss Ave, Ktn, AK 99901	cwilliams@seakahec.org	254-8465	workforce development, Peace Health
Administrator	Bobbie	McCreary	724 Bayview Street, Ktn, AK 99901	kyibobbie@gmail.com	617-5990 skype	Volunteer Staff