



FY2027 Ketchikan Gateway Borough Community Grants Program Guidelines

Program Overview

The Ketchikan Gateway Borough Community Grants Program is designed to support organizations, programs, and projects that are an extension or enhancement of current Ketchikan Gateway Borough priorities, objectives and services that demonstrate an areawide need of residents. The Community Grants Program seeks to provide funding in an equitable and consistent manner.

The Ketchikan Gateway Borough accepts applications from organizations seeking funding for programs, projects and/or services that support and promote at least one of the following areas:

- Animal Protection: Programs and services that expand and supplement animal protection activities offered by the Borough
- Economic Development:
 - Programs and services that aid in the development and support of new business enterprises;
 - Increase workforce availability by providing worker training and education;
 - Enhance the employability of individuals not presently in the workforce;
 - Programs that foster greater commercial activity in the Borough.
- Education: Programs and services that expand or supplement the educational programs of existing schools
- Recreation: Programs and services that expand or supplement parks and recreation activities offered by the Borough
- Transportation: Programs and services that expand or supplement transportation activities offered by the Borough

Organizations applying for Borough Community Grants Program funding must provide evidence of a clear and direct link between the funding request and at least one of the five Borough powers that are part of the program.

Community Grants Program funding is for the purpose of expanding the efforts of local nonprofit organizations to support the borough's objectives and services. The Ketchikan Gateway Borough recognizes the role of these organizations in advancing the above-stated priorities.

Funding Philosophy

All requests that are received for Community Grants Program funding will be considered, contingent on meeting all eligibility criteria. The Community Grants Program may not be able to fund every request it receives in a given year due to financial constraints.

The Borough Assembly has directed the Community Grants program to allow for organizations who act as a fiscal sponsor to receive multiple grant awards beginning in fiscal year 2027. Additional information regarding fiscal sponsorship can be found in Appendix A.

The Community Grants Program encourages self-sufficiency for all organizations that are applying for or have been awarded funding. The Community Grants Program discourages organizations' over-reliance on Borough grant funding to maintain their organization. All organizations requesting Community Grants Program funds shall put forth a best faith effort to maintain self-sufficiency through other funding sources.

The Assembly of the Ketchikan Gateway Borough will annually establish a funding level for the Community Grants Program during its Policy Session in January.

Applicant Eligibility

To be eligible for grant funding:

1. Applicants must be a non-profit organization with 501(c)(3) status in good standing with the IRS, State of Alaska and Ketchikan Gateway Borough.
2. The proposed funding request cannot exceed \$25,000 and 25% of the organization's local operating budget for each award cycle.
3. Fiscal Sponsors can receive a maximum of \$50,000 per award cycle. The same funding caps in item 2 above apply to fiscal sponsors. There is no limit on the number of projects that can be submitted by a sponsor, but a \$25,000 cap in total sponsored project funding is in place.
4. The proposed program/service must provide significant, measurable, and direct services to Ketchikan Gateway Borough residents, businesses and/or visitors.
5. The proposed programs, projects and/or services must support or promote at least one of the following categories: animal protection, economic development, education, recreation, and transportation.
6. The organization must have submitted all prior funding cycle reporting information and required applicant materials prior to the application deadline.

Program Timeline

Grant funding is prioritized and authorized through the annual Borough Assembly budgeting process.

Applications must be submitted electronically. Notices are not sent to past funding recipients. It is the responsibility of interested organizations to reapply during each funding cycle.

A Grants Committee will be appointed annually by the Borough Mayor, and confirmed by the Assembly, in November of each year. The committee will be comprised of two Assembly Members and three at-large members of the community. In February, applications for the Community Grants Program are made available to prospective applicants.

Prior to funding requests being forwarded to the Borough Grants Committee for review, Borough Staff will screen applicant materials to ensure they have provided evidence of a ***clear and direct link between the funding request and at least one of the five Borough powers that are part of the program.***

During this initial screening process, Borough staff will notify applicants if their funding request is rejected for failure to demonstrate this required linkage. Applicants whose requests are rejected for failure to demonstrate the required linkage will have the opportunity to amend and resubmit their funding requests. In no event will a resubmission be accepted after the filing deadline (***See Appeals Process for additional details.***)

In March (In FY2027, the meeting will be held in April) the Grants Committee will hold ***two meetings.*** The first meeting will consist of each applicant providing a required short presentations (5 minutes) of their organization's funding request to the committee and questions of the committee to the applicants. The second meeting will consist of the applicants responding to outstanding questions of the committee, and the committee will make its funding recommendations that will then be forwarded to the Borough Assembly. If a third meeting of the committee is required, that meeting will occur in April. The funding recommendations will be included in the introduction of the Borough budget, which is introduced at the first Assembly meeting in May. Grant amounts may be amended by the Assembly during the introduction or adoption of the Borough Budget.

The Grants Committee may schedule an additional meeting prior to the end of the calendar year to review progress reports and reimbursements paid to grantees. All program materials are available at <https://www.kgbak.us/860/Community-Grants>.

Funding Criteria

The Grant Committee will base its funding recommendations to the Assembly on the initial total grant funding available as established by the Assembly and the following criteria:

- Does the history, mission and program purpose align with Ketchikan Gateway Borough priorities?
- Is the size and make-up of the organization equipped to provide the program(s) or project(s) to the community of Ketchikan?
- Does the requesting organization have the funding, infrastructure, knowledge and experience to meet the stated objectives?
- To what degree does the proposed program(s) or project(s) extend or enhance current priorities, objectives or services related to the identified Ketchikan Gateway Borough categories?
- Are proposed measurements to evaluate the success of the program well defined?

- Is the request proportionate with expected benefits?
- Did the organization meet all performance and compliance requirements of previous Community Grants cycles or other grants administered by the Ketchikan Gateway Borough?
- If the organization was not funded the year prior, did the entity:
 - Provide proof of IRS tax exempt status and a non-profit certificate of incorporation with State of Alaska?
 - Provide a current capital and/or operational budget that is sustainable and realistic?
 - Provide proof of success in securing other funding sources?
- If the organization was funded the year prior, did the entity, in addition to the points above:
 - Meet proposed outcomes and metrics in its prior application with supporting data?

Grant Reporting

Organizations awarded grants of \$5,000 or more are required to submit progress reports, using the forms provided in the recipients grant agreement, during the first, second and third quarters whether funds were expended that quarter or not. In lieu of a fourth quarter report, organizations awarded grants of \$5,000 or greater are required to submit a Community Grant Final Report Form by July 31, 2026.

Organizations awarded grants of \$0-\$4,999 are required to fill out a Borough Community Grant Final Report Form, which is due with the submission of the final reimbursement request, no later than July 31, 2025.

- The reporting deadlines are as follows:
 - First Quarter (July-September): October 31
 - Second Quarter (October-December): January 31
 - Third Quarter (January-March): April 30
 - Fourth Quarter (Final Report): July 31

For organizations awarded grants of \$5,000 and greater, the first, second and third quarterly reports shall be a maximum of two pages, using the forms provided in the recipients grant agreement and include the following information:

- If the grant request was for a capital project, describe the status of the project. What activities towards completion of the project occurred during the quarter?
- If the grant request was for operational expenses, provide a description of the services provided during the quarter and an explanation of how many individuals and what population was served?
- An update on progress towards goals and objectives included in the organization's grant application.

Organizations receiving grants must provide required grant reports prior to submitting the next year's grant application.

The Borough Community Grant Final Report Form includes, but is not limited to, the following request for information:

- Program results utilizing metrics evaluating the success of the program as included in the original application;
- The program impacts/benefits to the community;
- A description of the program's accomplishments including one example or story that illustrates its success.
- A description of how the program provided a clear and direct link to the Borough power under which the grant was applied.