



Ketchikan Gateway Borough Community Grants Program Appeal Process

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.

Applications for the fiscal year 2027 funding cycle will be made available by Tuesday February 3, 2026 and shall be submitted electronically to grants@kgbak.us no later than 5:00 p.m. on Friday, February 27, 2026. Funding requests will be screened by Borough staff in the order they are received.

Applications rejected for a failure to demonstrate a *clear and direct link between the funding request and at least one of the five Borough powers that are part of the program* will not be forwarded to the Borough Grants Committee for consideration for fiscal year 2027 funding. Applicants will be notified of Borough staff's rejection of their application and that their application will therefore not be forwarded to the Borough Grants Committee via the e-mail provided on the application.

Applicants may appeal the decision of rejection by Borough staff. Appeals shall be made directly to the Borough Manager, or their designee. Applicants wishing to file an appeal must submit a formal letter to managersoffice@kgbak.us.

Appeal Procedure:

- Letter of appeal must be received within 3 business days after receiving notification the applicant's funding request will not be forwarded to the Borough Grants Committee for funding consideration.
- New supporting documentation cannot be included with the appeal.
- Within 3 business days after receiving the letter of appeal, the Borough Manager will provide the applicant with a letter of final determination.

An appeal may be rejected or sustained by the Borough Manager. If the Borough Manager sustains an appeal, the applicant's funding request will be forwarded to the Borough Grant's Committee for funding consideration.

The decision of the Manager to reject or sustain an application is final. Appeals cannot be made to the Borough Assembly.