



FY 2026 COMMUNITY GRANTS APPLICATION
Due February 27, 2026
(Grant Committee Meetings March 9 & April 3 at 12:30 P.M.)

**GRANT APPLICATIONS SHALL BE SUBMITTED ELECTRONICALLY TO THE KETCHIKAN GATEWAY
BOROUGH MANAGER'S OFFICE BY 5:00 P.M. February 27, 2026.**

• 1900 First Avenue, Suite 210, Ketchikan, Alaska 99901 • Email: grants@kgbak.us • Phone: 907-228-6625 •

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 Grants Program is subject to annual appropriation by the Ketchikan Gateway Borough Assembly. After the application deadline, the applications will be reviewed by Borough staff. Applications will then be forwarded on to, and scored by the Borough Grants Committee, which will make funding recommendations to the Borough Assembly. The funding recommendations will be included in the introduction of the Borough budget. Grant amounts may be amended by the Assembly during the introduction or adoption of the Borough Budget.

REPORTING

Organizations awarded grants of \$5,000 or greater are required to complete and submit a timely Quarterly Grant Report Form for the first, second and third quarters of FY2025 to the Ketchikan Gateway Borough Manager's Office. Quarterly reports are required even if no reimbursement is requested for a quarter.

At the end of the fourth quarter, ALL grantees shall complete a Final Report Form and submit it, with any final reimbursement requests, to the Borough Manager's Office by July 31.

Organizations awarded grants totaling \$0-\$4,999 are not required to complete quarterly reports, but must submit a Final Report Form with any final reimbursement requests by July 31.

Organizations that fail to submit required reports will be ineligible for the following year's grant funding.

The reporting deadlines are as follows:

- First Quarter (July-September) Progress Report: October 31
- Second Quarter (October-December) Progress Report: January 31
- Third Quarter (January-March) Progress Report: April 30
- Final Report: July 31

Applications shall be submitted electronically to grants@kgbak.us



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Section A: Organizational Information

ORGANIZATION / PROGRAM INFORMATION

Amount Requested: \$ _____

(MAXIMUM ALLOWABLE: \$25,000 PER APPLICANT, NOT TO EXCEED 25% OF LOCAL OPERATING BUDGET)

Organization / Program Title: _____

Organization / Program Physical Address: _____

Organization / Program Mailing Address: _____

Does this Organization Provide Services Within the Ketchikan Gateway Borough? YES No

Has the organization applied for, or received Community Grants funding previously? YES No

APPLICANT INFORMATION

Contact Person & Title: _____

Year Founded: _____

Contact Person Direct Phone Number: _____

Contact Person Email: _____

Website: _____

Social Media: _____

Number of Full-Time Staff: _____

Number of Part-Time Staff: _____

Volunteer Hours Last Fiscal Year: _____

Number of Interns: _____

MISSION STATEMENT OF ORGANIZATION

Describe the organization's mission/goals and objectives:



KETCHIKAN GATEWAY BOROUGH

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NONPROFIT STATUS

Is this organization incorporated as a nonprofit? YES Date of Incorporation as a Nonprofit: _____
NO IF NO, THEN INELIGIBLE TO RECEIVE KGB FUNDING

Is this organization in good standing with the State of Alaska Department of Commerce Community & Economic Development (DCCED)? YES NO

Federal Identification Number: _____ State Identification Number: _____

ATTACH TO THIS APPLICATION VERIFICATION FROM FEDERAL (IRS) AND STATE (DCCED – IF INCORPORATED) AGENCIES:

- Verification of the organization’s tax-exempt status under section 501 (c) 3 of the IRS code or a letter of determination from the IRS
- A certificate or other proof of good standing from DCCED
- A current list of the organization’s governing board

FINANCIAL INFORMATION

Current Fiscal Year Operating Budget: \$ _____
Current Level of Operating Reserves: \$ _____ (Approximate # of Months: _____)
(Operating funds in reserve accounts, investments, grants etc)

List the Organization’s top three revenue sources for the last fiscal year (FY24):

Funding Source	Amount Received
1.)	\$ _____
2.)	\$ _____
3.)	\$ _____

Are the organization’s total cash and investments greater than 50% of its annual revenue? NO YES
IF YES, PLEASE EXPLAIN WHY

ATTACH TO THIS APPLICATION THE FOLLOWING FINANCIAL DOCUMENTATION:

- Audited financial statement for the last fiscal year, if available or most recent balance sheet & income statement
- Form 990 – Return of Organization Exempt from Income Tax
- The current year operating budget, to include your project expenses and revenues
- If the funding request is for a specific program or capital project, include a budget for the program and/or project
- If funding for a capital project is being requested, what is the annual cost and long-term operation and maintenance costs of this project (Provide backup material).
- A list of all agencies that funded your organization in the last fiscal year, including amounts contributed



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Section B: Funding Request

ORGANIZATION / PROGRAM/ PROJECT

Did the organization receive funding from the Ketchikan Gateway Brough last fiscal year? YES No

IF YES, ANSWER:

- Amount requested from Ketchikan Gateway Borough last fiscal year: \$ _____
- Amount received from Ketchikan Gateway Borough last fiscal year: \$ _____

What area does your project and / or program fall under (select all that apply)?

- Animal Protection
- Economic Development
- Education
- Recreation
- Transportation

Program/project title requesting funding for: _____

Describe the project/program and evidence of a clear and direct link between the funding request and borough power(s):
(See Attachment A for Examples)



Section C: Narrative on Purpose, Goals & Value of Funding Request

Each applicant shall attach a narrative to this application that is no greater than 3 pages in length that addresses the following:

- An explanation on how the history, mission, and program purpose aligns with ***at least one*** of the following categories:
 - Animal Protection
 - Economic Development
 - Education
 - Recreation
 - Transportation

- A description of what the organization intends to do with the requested funding. This should include potential collaboration with other organizations/programs, how many individuals and what population would be served as well as any unmet community needs that the organization is seeking to address.
- An explanation of how the organization/program anticipates to continue to operate after KGB Grants Program funding is expended.
- A description of how the organization/program is going to continue after grant funding is expended.
- An explanation about how the organization is uniquely positioned to provide the services proposed.
- Three specific goals and objectives that the organization would seek to achieve with the requested funding. This should include well-defined measurements by which success would be assessed, including incorporating feedback from those served by the organization/program.
- A description of all anticipated barriers/challenges the organization/program expects to face meeting its goals and objectives.
- A justification as to why the funding request is proportionate to expected benefits.
- An explanation as to the positive impact or enhancement to the community.
- Demonstrated support of the organization/program from other organizations and community members (***This can be in addition to the 3 pages provided for the narrative requirements above***).
 - This can include examples of collaboration between organizations in the community or letters of support from organizations/community members.



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DISCLOSURES

Is a Ketchikan Gateway Borough Assembly Member, Grants Committee Member or Borough employee a member of the Board of Directors or an Officer of the organization?

NO YES IF YES, PROVIDE COUNCIL MEMBER'S NAME AND TITLE WITHIN THE ORGANIZATION

Has the organization or any members of the Board of Directors of the organization been involved with any personal business transactions, including any negotiations, investments, or interests in real property with a Ketchikan Gateway Borough Assembly Member of Grant Committee Member during the past 12 months?

NO YES IF YES, BRIEFLY DESCRIBE BELOW:

This application has been authorized by the organization's:

Executive Committee Board of Directors Members-at-Large Other (Specify: _____)



KETCHIKAN GATEWAY BOROUGH

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ACKNOWLEDGEMENTS / SIGNATURE PAGE

The applicant acknowledges and agrees to the following:

- Recipient is subject to all Community Grants Program requirements, including reporting and reimbursement deadlines
- Every Community Grants Program application is considered individually and on its own merit
- Awards will be prioritized for the organizations that can demonstrate a direct benefit to the residents of Ketchikan and those which have the strongest linkage in the area(s) of Animal Protection, Economic Development, Education, Recreation, Transportation.
- Funding is not immediately available to the recipient. Reimbursement requests shall be made no more frequently than once per quarter.
- The awarding of Community Grants Program funding does not constitute an automatic annual allocation.
- Community Grants Program funding must be spent as specified on the application and additional records may be requested by the Ketchikan Gateway Borough to ensure the funds were used appropriately.
- The recipient shall return to the Borough all funds not expended or documented per the recipient's grant agreement.
- If awarded Community Grants Program funding by the Ketchikan Gateway Borough during the previous award cycle, all compliance and reporting documentation must be submitted prior to this application's due date of this application may be rejected as incomplete.
- The recipient shall maintain records sufficient to account for all funds for a period of six years after the program and/or project has been completed.

I/we hereby certify the information contained in this application is true to the best of our knowledge and belief.

Organization Name: _____

Mailing Address: _____ Phone: (____) _____

_____ Email: _____

Authorized Officer/Employee: _____

Print Name

Title

Signature: _____ Date: _____

IF DIFFERENT THAN ABOVE,

APPLICATION PREPARED BY: _____

Print Name

Title



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Attachment A:

The purpose of this document is to provide guidance to applicants on providing evidence of a *clear and direct link between their funding request and a borough power(s)*. If an applicant fails to provide this linkage, their application materials will be rejected and will not be forwarded to the Grants Committee for funding consideration. Applicants will have the opportunity to amend and resubmit their funding request. If an applicant's funding request is rejected for a second time, they may appeal this decision to the Borough Manager or their designee (Please see Ketchikan Gateway Borough Community Grants Program Appeal Process).

Below are examples of prior years' applicants who have sufficiently demonstrated evidence of a *clear and direct link between their funding request and a borough power(s)*.

Animal Protection: "While the Ketchikan Humane Society has been working in local rescue for over 20 years, the Board of Directors realized some time ago that recuse alone was not the most effective way of controlling the population of unwanted animals in our community. The low-cost spay/neuter program we developed to combat the problem (SNIP) has reduced those number significantly, as has the Borough's requirement that animals adopted from the shelter be altered prior to adoptions. SNIP asks pet owners to contribute a fee based on income toward the cost of the procedure, with the KHS picking up the balance of the cost. This can run anywhere from \$100-\$600 per surgery, depending on the age, size, and species of the pet. Both local veterinary clinics contribute to this effort by offering us a reduced price for this program."

Economic Development: "The University of Alaska Southeast Ketchikan Campus (UASK) is dedicated to contributing to Alaska's economic development and creating a skilled Alaskan workforce. UASK began offering professional testing services to the community in the 1980s at the request of residents and local officials. Before this time, community members had to fly to Seattle or Anchorage to take continuing education, licensing and certification tests. The ongoing levels of COVID has made travel problematic. For many workers in lower income occupations, traveling to other testing centers can be cost prohibitive and decreases the likelihood they will gain and maintain required credentials for employment in jobs vital for this community. Local testing helps residents stay competitive in the job market. The University of Alaska Southeast Ketchikan (UASK) is requesting \$60,000 to support community-wide professional and GED testing services and GED instruction."

Education: "KYC serves approximately 50 youth members and clients ages 10 through 17 each year, and annually recruits and trains between 10 and 15 new Youth Court members, who attend an 9-week class taught by local attorneys and judges. The instruction prepares the kids to serve as the prosecutors, defense attorney, judges, and bailiffs necessary to conduct the youth court sentencing hearings. At the conclusion of the course, Youth Court members must pass a bar examination, sign an ethics agreement, and participate in mock trials before handling cases. Upon completion of their training, in addition to handling active cases, youth court volunteers commit to program sponsored events, and community service requirements per year to maintain active youth court status."

Recreation: "We support general health and wellness activities and host many unique initiatives such as our Goose Chase scavenger hunt and Tutu Tuesday event this Feb 2022. We supported Tongass Treks Challenge and Friends of the Parks initiatives (Christmas Lights at Totem Bight, healthy snacks at Bird learning event). The KWC partners with other non-profits to engage the community in a variety of recreational activities – both physical and social!"



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Transportation: “Through our partnership with Sourdough, Ingersoll Taxi Inc. we have been able to provide two wheelchair accessible taxis for our communities transportation needs. This benefits not just our residents, but visitors to our town as well with accessible transportation. According to a survey by *Healthy Alaskans*, published by the Alaska Health and Social Services, people with disabilities report a much lower level of community participation than those without disabilities. Alaskans with disabilities identified accessible transportation as the leading reason. Through a successful collaboration with the City and Borough of Ketchikan and a continued partnership with Sourdough Taxi, we are able to offer accessible transportation.”