



# Ketchikan Gateway Borough

## Non-profit Relief and Recovery Grant Application

### Section 1 - Applicant Information

**Non-profit name:**

St. John's Episcopal Church Lord's Table

**Contact name:**

Joel Kotrc

**Contact mailing address:**

PO Box 23003

City: Ketchikan

State: AK

Zip: 99901

**Contact phone number:**

St. John's: 907-225-3680 Joel's Cell: 907-204-0803

**Contact email address:**

stjohnsktnak@gmail.com

**Physical address of non-profit:**

503 Mission Street

City: Ketchikan

State: AK

Zip: 99901

**IRS Taxpayer Identification Number (TIN):**

92-0038674

### Section 2- Grant Request Information

What is the grant amount you are requesting? (Maximum \$20,000)

\$3,000

Did your non-profit provide services to residents of the Ketchikan Gateway Borough in 2019?

Yes

No

Check which type of IRS certification your non-profit holds:

501(c)(3) Charitable Organization

501(c)(4) Social Welfare

501(k) Childcare organization

Other (please specify)

Faith-based non-profits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Non-profit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible (as per 13 CFR ) 120.110(k) in the Code of Federal Regulations.

**Application period opens June 19, 2020 through July 15, 2020. Applications may be submitted by email**

**to: mgroffice@kgbak.us or hand-delivered or mailed to:**

**KGB Manager's Office, 1900 First Avenue, Suite 210, Ketchikan, AK 99901.**

Were the services provided by your non-profit impacted by the COVID-19 public health emergency and are you in need of economic assistance? Impacts may include, but are not limited to, loss of revenue due to mandatory shutdown measures, additional operating expenses due to providing additional COVID-19- related services, additional operating expenses of reopening and protecting staff and the public, including funds already spent for those purposes. Briefly describe how the non-profit's services have increased or been impacted by COVID-19 and how the funds will be utilized:

Yes

No

The Lord's Table provides a family-style Sunday Dinner every week for those in need. Most of our regulars are homeless, although all are welcome. COVID-19 has increased our costs in that our numbers served have grown, the food is more expensive, and instead of using our own silverware and china, we now have to order plastic cutlery and to go boxes for each meal instead of only for the occasional seconds. As the undercroft needs to be thoroughly sanitized after each dinner, our sexton has been working extra hours, and the budget for cleaning supplies and sanitizers has expanded as well.

Has your non-profit received supplemental funding as a result of the pandemic? If yes, please explain how much was received and how it was utilized by your organization:

Yes

No

Are any additional matching grant funds available as a result of this grant application? If yes, please explain below:

Yes

No

Has your organization received a Qualified Opinion on an audit or review? If so, please explain:

Yes


No

Applications may be amended before the deadline. Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. If the demand for grants exceeds the Borough's available funds, the Borough reserves the right to adjust award amounts equally to stay within available funding. The grant funds received by a non-profit must be fully expended by December 30, 2020, after which grant recipients are required to submit a one-page narrative grant report to the Borough of how the funds were used, by a deadline of January 31, 2021.

**Final expenditures must be completed by December 30, 2020.  
Grant reports are due to the Borough by January 31, 2021.**

As an official signer of the application, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of December 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the Borough, if requested.

Signed:



Date:

8 July 2020

Printed Name:

Joel R. Kotrc

Title:

Parish Secretary

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Borough Use Only

GL Code: 730-10-003-6080

Approved Grant Amount: \$

Approval:

Date: