



Ketchikan Gateway Borough

Non-profit Relief and Recovery Grant Application - Round 2

Section 1 - Applicant Information

Non-profit name:

Holy Name Catholic Church

Contact name:

Anna Marie Mestas

Contact mailing address:

433 Jackson St

Contact phone number:

907-225-2570

Contact email address:

churchoffice@holynamекtn.org

Physical address of non-profit:

4733 Jackson St

Location of offices in Ketchikan:

City: Ketchikan State: AK Zip: 99901

Number of staff in Ketchikan:

433 Jackson St. Ketchikan AK 99901

4

IRS Taxpayer Identification Number (TIN):

92-0029394

Total revenue as listed on the organization's most recent IRS tax filing:

\$362,592

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.)

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

Please describe the services provided in Ketchikan with specific information on the number of individuals served and the impact of your organization on the community:

Yes

No

Holy Name provided services to the following groups:
Boy Scouts of America (25-30/week), Girl Scouts of America (approx 20/year), Ketchikan Youth Soccer League (60-70 kids/week), housing for Southeast Alaska high school teams (15-30 kids per visit, 2-3 times per month), Annual mission group volunteers (15-25 visitors, 1-2 groups/year), weekly quilting group (10-15 adults), music lessons and recitals (5-10 children), Ketchikan Gateway Borough School District use of school facilities during COVID-19 (55-60 students/teachers), PEO (Women's Philanthropic Educational Organization) 120 adult women/event), funerals (varying attendance up to 420) and any other group or individual that needs to use space to complete projects.

Other services we provide: an outdoor "Little Free Pantry" to safely and anonymously assist residents in meeting their food needs (restocked weekly)

Indoor food bank for those coming indoors to request (15-20 people/year)

Port to Pew Shuttle service (serving 50-60 visitors each week)

Annual donations to other nonprofits and individuals in need (Love in Action \$1,500)

The services available through Holy Name Catholic Church benefit hundreds of Ketchikan residents (adult and youth), Southeast Alaska competitive high school teams, local Philanthropic groups as well as out of state visitors. The services provided by Holy Name substantially enrich Ketchikan and it's surrounding communities by providing positive activities that support both emotional and physical health as well as strengthening our community groups. These services are available at no charge, however, we receive substantial income from free will donations which are calculated into the budget.

Section 2 - Grant Request Information

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

\$20,000

The application period opens August 20, 2020 and closes September 21, 2020.

Applications may be submitted by email to: mgroffice@kgbak.us or hand-delivered or mailed to:

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

Borough Use
Only

GL Code: 730-10-005-6080

Approved
Amount:

Approval:

Date:

(See attachment for larger font)

Were the services provided by your non-profit organization impacted by the COVID-19 public health emergency and are you in need of economic assistance?

Yes

No

Briefly describe how the non-profit's services have increased or been impacted by COVID-19 and how the funds will be utilized. Provide specific financial information about direct economic losses or costs incurred as a result of the pandemic. *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.*

During the shut down in March, we were unable to provide the usual services to the community, resulting in substantial financial losses due to the absence of voluntary donations to Holy Name Catholic Church. We lost the ability to fund raise (planned sales of burritos, lumpia and fish feed were canceled due to COVID-19 mitigation guidelines). Our weekly collections revenue dropped approximately 21% from March through May (2019 revenue March-May \$72,652, 2020 revenue March-May \$57,382).
Although we are partially open, our service attendance has been significantly reduced due to COVID 19 mitigation requirements and the lack of summer visitors. Our monthly expenses remain the same however our income is still substantially reduced, (2019 revenue June-September \$93,851, 2020 revenue June-September \$80,498). This is a 15% reduction in weekly collections revenue expected to continue for an unknown amount of time.
We have also lost the ability to host our annual mission groups which has cost a minimum of \$10,000 in labor (projected 2020 projects to be performed by the mission group were staining the exterior building and painting interior spaces. As a result we will have to pay for the labor that would have been donated by the mission groups).
As our entire community is suffering financially and emotionally, we hope to continue to provide services to them and keep doors open during this challenging time.
Holy Name Catholic Church plans to use the funds to continue to pay our local vendors for essential cleaning, utilities, supplies, repairs and staff. We would also use grant funds to offset the increased costs of cleaning solutions, fogging equipment and PPE to ensure CDC sanitation standards are met.

Has your non-profit received supplemental funding as a result of the pandemic?

Yes

No

If yes, please explain how much was received and how it was utilized:

Holy Name Catholic Church has received money through:
1. The Diocese of Juneau, from the Payroll Protection Program, allowing us to keep our staff during the months of April, May and June.
2. CARES Act Electric Utility Subsidy \$1,600

Are any additional matching grant funds available as a result of this grant application?

Yes

No

If yes, please explain below:

Has your organization received a Qualified Opinion on an audit or review?

Yes

No

If yes, please explain:

(See attachment for larger font)

Final expenditures must be completed by December 30, 2020.

Grant reports are due to the Borough by January 31, 2021.

Applications may be amended before the deadline of September 21, 2020. 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.

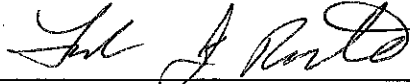
Section 3 - Sign and Certify

I certify that the non-profit listed herein has been negatively impacted by (check ALL that apply):

- the COVID-19 pandemic
- the State-mandated closure of certain organizations
- voluntary closure of the organization to promote social distancing
- decreased revenue due to the pandemic
- other actions taken to prevent the spread of the virus
- increased demand for services as a result of the pandemic

I understand that the application is public record. I further certify that I am: 1. a principal officer, general partner, or owner of the named organization 2. authorized to apply on the behalf of the organization and 3. all of the information provided herein is true and accurate. I understand that I may be required to return any grant funds awarded based on false or inaccurate information.

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 31, 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: Sept 12, 2020

Printed Name: FRANK J REITER Title: Mayor

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First page Question #1: Holy Name provided services to the following groups:

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2nd page - Question #1 During the shutdown in March, we were unable to provide the usual services to the community, resulting in substantial financial losses due to the absence of voluntary donations to Holy Name Catholic Church. We lost the ability to fund raise (planned sales of burritos, lumpia and fish feed were cancelled due to the COVID-19 mitigation guidelines). Our weekly collections revenue dropped approximately 21% from March through May (2019 revenue March – May \$72,652, 2020 revenue March – May \$57,362).

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