

# RECREATION GRANT REQUEST FORM

## Municipality of Skagway

PO Box 415  
Skagway, AK 99840



www.skagway.org  
h.rodig@skagway.org

Form available on-line at: [www.skagway.org](http://www.skagway.org)

Name of Group, Club or Organization			
Mailing Address			
City/State/Zip		Main Telephone	Fax
Contact Person	Telephone	E-mail	
Contact Person	Telephone	E-mail	
Summarize your project in one sentence:			Grant Request Amount \$

1. What is your organization's Mission Statement?

2. Provide a brief description of your organization's history.

3. What recreational services does your organization provide to the community? In your answer, describe the population served (e.g. youth, elderly, low-income), the numbers served, and how your services meet the needs of Skagway citizens.

4. If the project or program requires additional funding, how will the additional funds be raised?

**5. Attach a copy of your organization's annual budget and/or program budget.**

### ACKNOWLEDGEMENT

By my signature below, I hereby acknowledge that the above-named club/organization does not discriminate on the basis of race, color, religion, creed, national origin, gender, sexual orientation, disability, age, or any other legally protected status or basis prohibited by law.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

<b>FOR ADMINISTRATIVE USE ONLY</b>	
Rec Board Review Date:	_____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
Amount Approved:	\$ _____
Date Applicant Notified:	_____

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## **OVERVIEW:**

The Municipality recognizes the importance of recreational activities for all age groups and supports their role within the community. It is important for participation in these activities to be affordable and available to all families and citizens. The Assembly may, in its sole discretion, budget a lump sum in each fiscal year for the purpose of funding local recreational and youth organizations who submit grant requests.

## **FUNDING GUIDELINES:**

- Applications are accepted through June 30 of each budget cycle.
- The Recreation Board will review all applications received and make a decision based on eligibility and funding guidelines. All applicants will be notified of funding decisions. Any changes to the approved grant request must be discussed and reviewed with the board prior to any use of granted funds.
- An organization/group/club is eligible for funding if they are committed to providing recreational or youth activities to current Skagway residents.
- Examples of past grants given: Hoop Camp, Little League, Soccer Club, Wrestling Club, First Lego League Robotics.
- Any awarded funding is paid directly to the organization providing the activities and/or services. The Municipality will not pay individuals directly.
- Requests not following the Application Requirements and Fund Guidelines will not be considered for funding.

***Submit completed applications to the Borough Treasurer by mail, email or in person at City Hall.***

Proposed by:	Finance Committee
Attorney Review:	08/03/2018
Recreation Board Review:	08/08/2018
Vote:	5 Aye 0 Nay 1 Absent

## **MUNICIPALITY OF SKAGWAY, ALASKA**

### **RESOLUTION NO. 18-20R**

#### **A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA PROVIDING A POLICY FOR GRANTING AND DISTRIBUTING FUNDING FOR RECREATIONAL USES AND YOUTH ORGANIZATIONS.**

**WHEREAS**, the Municipality annually receives funding requests related to recreational programs such as summer camps, youth organizations and sports programs; and

**WHEREAS**, the Assembly intends to appropriate funds in the annual budget with one lump sum, to address these requests as may be possible, which funds would be granted and distributed as delegated by the Assembly; and

**WHEREAS**, the Finance Committee recommends that these funding requests be handled as grant requests and considered by the Recreation Board for review and disbursement by the Municipality through its accounts payable process; and

**WHEREAS**, the Finance Committee would like to process FY19 recreational and youth organization requests efficiently and proposes that requests already submitted are processed per the policy below, but without the need for those organizations to submit an additional grant funding request for FY19; and

**WHEREAS**, the finance department will work with the Finance Committee to develop grant criteria and application forms, and will fully implement this new procedure for the FY20 budget process;

**NOW, THEREFORE BE IT RESOLVED**, that the following policy is established for the consideration of funding requests related to recreational uses and youth organizations:


- The Assembly may, in its sole discretion, budget a lump sum in each fiscal year for the purpose of funding recreational and youth organizations who submit grant requests;
- Upon adoption of the fiscal year budget, organizations may submit a grant application to the Recreation Board;
- The Recreation Board will meet to consider the grant applications, and will decide whether to approve the application and if approved, for what amount;
- The Recreation Board shall not award any individual grant or total grants in excess of the funds appropriated within the annual budget for this purpose;
- The Recreation Board will then submit the approved applications to the Treasurer for disbursement of funds.

**BE IT FURTHER RESOLVED**, that the policy described above is effective on January 1, 2019.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 16<sup>th</sup> day of August, 2018.

  
\_\_\_\_\_  
Monica Carlson, Mayor

ATTEST:

  
\_\_\_\_\_  
Emily A. Deach  
Borough Clerk

(SEAL)

