

PUBLIC NOTICE
REGULAR MEETING OF THE
Community Action Grant Technical Review Board
Wednesday September 5, 2018, 7:00 p.m.
Council Chambers, 300 State Highway, Bethel, Alaska



AGENDA

Members

Jennifer Dobson
Louise Russell
S. Grady Deaton
Amber Jones
Lucinda Alexie
Leif Albertson (Council Rep)

Ex-Officio

John Sargent

Recorder

Derek Bradley

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. June 13, 2018 Regular Meeting
- VI. NEW BUSINESS
 - A. Review amount of funding available and consider setting aside limits for this and future application periods.
 - B. Review and score applications and responses received (may include questions to applicants in attendance).
 - C. Review/revise application, forms, & processes.
 - D. Update on previous award recipients, projects funded, final reports, and other follow-up issues.
- VII. COMMISSION MEMBER'S COMMENTS
- VIII. ADJOURNMENT

John Sargent, Recorder

POSTED: Post Office, AC,
Swanson's, and City Hall



City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

Fax # 543-1388

Website: www.cityofbethel.org

To: Community Action Grant Technical Review Board

From: John Sargent, Grant Manager

Subject: Funding Available for CAG Awards

Date: August 30, 2018

There are two actual sources of revenue that the Committee can use for Community Action Grant awards and one potential source of future revenue. The three actual sources of revenue:

FY 2019 Budget:	\$15,000
Carry-over of Committed CAG funds from FY 2018:	\$72,454
City Council will vote on budget modification ordinance on Sep. 11, 2018 to ratify this amount.	
20% of Alcohol Sales Taxes Collected since July 1, 2018:	TBD before Sep 5, 2018 meeting

The potential source of revenue is a 15% sales tax on all alcohol sold in Anchorage to Bethel residents. This ordinance becomes effective if the community votes in October to return to Local Option.

**CITY OF BETHEL
COMMUNITY ACTION GRANT
Application**

COVER PAGE

Applicant Information

Applicant Name: Bethel Wrestling Club

Business License #s (if applicable): n/a

Applicant Address: P.O. Box 1605 Bethel, AK 99559

Contact Person: Darren Lieb Email Address: darren_lieb@lksd.org

Daytime Phone: 543-3669 Cell Phone: (907) 545-1751

Grant Request Information

Grant Amount Requested:	\$	5,500.00
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Program/Project Title and Summary:

The Bethel Wrestling Club: We are a Club Team NOT associated with the Bethel Schools that teach the kids here anything and everything about the great sport of wrestling and life. Our goal is to get as many wrestlers in our Club as possible so we cannot only teach them about sport and sportsmanship, but to give them a level of fitness throughout the season. We also teach them life skills needed to be good citizens at home and in our community.

Our Tax ID # is: 920134492

Date When Funds Are Needed: Funds will be used in April of each year.

Project Beginning and End Date: Our season runs from February - May each year.

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

I affirm that if my organization is granted funding, my organization will be required to adhere to City guidelines related to the use of funds, and will be required to provide timely reporting on the use of the granted funds to the City. I affirm that the grant funds will be used for the intentions outlined for this program.

Signature:  Date: August 29, 2018
Authorized Officer/Applicant

PROJECT SUMMARY

Please provide a comprehensive, clear and concise response to each of the questions below. If a question does not apply to your application, indicate by responding "Not Applicable."

1. **Substantiating Community Need**
 - a. Identify and describe existing needs in the community to be addressed by the proposed activity. 11
 - b. Specifically describe how the activities to be carried out directly address identified needs in the community. 12

2. **Project/Activity Goals and Outcomes**
 - a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project. 13
 - b. Provide measurable outcomes for your project and how those outcomes will be measured. 14

3. **Coordination and Collaboration**
 - a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project. 15
 - b. Explain how you will develop any needed collaborative relationships that are not already in place. 16
 - c. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts. 17

4. **Implementation Plan**
 - a. If this is a new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation. 18
 - b. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation. 19

5. **Demonstrated Experience and Financial Information**
 - a. Describe the applicant's (or the principal staff as it relates to the project) background, and experience in implementing the proposed activity or similar activities. 110
 - b. Provide a proposed budget breakdown with the following information: 111

Budget Items:	Description of Budget Items:	Name of Funding Source:	Enter Dollar Amount		Total:
			CAG	Other	

6. **Report Back**

Identify the timeframe in which you anticipate providing a report back to the City on the use of the grant funds, if awarded. Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program. 112

Summary of Comments on Community Action Grant

Page: 2

Number: 1 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:18:58 PM

Our Club consists of many wrestlers/families with limited funds. When we travel to the Alaska USA State Wrestling Tournament, our Club pays for all of the hotel, transportation (gas included) and food. We usually have to pay for 12-14 hotel rooms, 7 minivans and food to feed anywhere from 60-80 wrestlers.

Number: 2 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:20:32 PM

Like I said, we travel with 60-80 wrestlers and need to pay for hotel rooms, transportation and food for usually 4 nights we are in Anchorage.

Number: 3 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:24:46 PM

Our main goal is to get as many youth involved in our Club as possible. We practice 4 nights a week and have weekly Friday night wrestling matches to showcase their wrestling abilities in front of their parents/families. And we do this to get them prepared for the State tournament. We find that keeping youth involved in our Club gives them better skills at home, school and in the community as a whole.

Number: 4 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:27:39 PM

A measurable outcome that we have seen in our wrestlers is that they find success in the sport of wrestling that carries over into their everyday lives. It truly is a lifelong education for many of them as a lot of our youth don't have that structured lifestyle they need in order for them to be outstanding individuals in our community.

Number: 5 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:35:14 PM

Our Club always seek donations from several local businesses in order to operate the way we do. Some years we get more donations than the previous year. Last year we saw a decline in donations that amounted to about \$3,500.00 less then the previous year. We recognize those donors with a nice plaque that has our State Team picture inserted.

Number: 6 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:37:01 PM

Our Club has a great reputation, and through the word of mouth from parents/organizations, we sometimes get individuals that will help sponsor us with a small donation.

Number: 7 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:38:57 PM

I believe that we are the only program in the State of Alaska that offers our youth this type of program. We help those kids/families any way we can by waiving fees if need be. By paying for hotel, transportation and food for all of our wrestlers that travel with us, we are unique.

Number: 8 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:40:15 PM

N/A. We have been operating this Club since 1999 and have a good system in place.

Number: 9 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:41:35 PM

If we can increase our funding, we would be able to bring more kids to the State tournament, thus have more youth involved from our community.

Number: 10 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:48:06 PM

I have been the Head Coach of this Club since 1999. I started with 1 wrestler and now average anywhere from 120-150 wrestlers each year. It is a growing Club. My wife is a huge part of it as well. She handles all of the paperwork and deals with all of the outgoing information that needs to be shared with parents. We have been blessed with many volunteer adults to help with our practices and take time away from their work to help coach wrestlers on any given weekend. All of our staff is strictly volunteered. We practice 18 hours each week and run a 5 hour Friday night match up schedule the entire season.

Number: 11 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 3:59:32 PM

We need to pay for : Hotel Rooms, Transportation (Minivans including gas) and Food/drinks for all wrestlers staying with the team. We request donations from local business/organizations but don't get funding from everyone we send a request to. We fund raise during our Friday night match ups by selling food dishes and desserts that are donated by parents. Our Club also buys a lot of that as we try to get more parents involved but they get busy and can't always support us that way.

Hotel rooms can run anywhere from \$6,000 - \$7,000. Thats usually 12-14 rooms that sleep up to 5 in a room.

Transportation usually runs anywhere from \$1,800 - \$2,200. That's putting 6 kids in a van plus the driver. This does not include the gas we have to buy.

Food usually runs anywhere from \$3,500 - \$4,500 for the entire weekend as we feed lunch and dinner plus we buy snacks with water and/or gatorade for the entire time we are at the arena.

Number: 12 Author: darrenlieb Subject: Inserted Text Date: 8/29/18, 4:02:48 PM

I can report back to the City of Bethel as soon as our season is over for the year.

Comments from page 2 continued on next page

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 - c. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts.

4. **Implementation Plan**
 - a. If this is a new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation.
 - b. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation.

5. **Demonstrated Experience and Financial Information**
 - a. Describe the applicant's (or the principal staff as it relates to the project) background, and experience in implementing the proposed activity or similar activities.
 - b. Provide a proposed budget breakdown with the following information:

Budget Items:	Description of Budget Items:	Name of Funding Source:	Enter Dollar Amount		Total:
			CAG	Other	

6. **Report Back**

Identify the timeframe in which you anticipate providing a report back to the City on the use of the grant funds, if awarded. Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program.

CITY OF BETHEL
COMMUNITY ACTION GRANT
Application

COVER PAGE

Applicant Information

Applicant Name: Delta Illusion Dance Company

Business License #s (if applicable): _____

Applicant Address: PO Box 1709 Bethel, AK 99559

Contact Person: Anne Komulainen Email Address: aaKomulainen@gmail.com

Daytime Phone: _____ Cell Phone: 915-5146

Grant Request Information

Grant Amount Requested:	\$	<u>21,000</u>
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Program/Project Title and Summary: DIDCO FOR ALL

Delta Illusion Dance Company is requesting funds for travel and 280 hours of dance instruction from master dance instructors for our troupe and the community of Bethel over two 10 day sessions.

Date When Funds Are Needed: November 4, 2018

Project Beginning and End Date: Nov 4-14, 2018 and Jan 10-20, 2018

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

I affirm that if my organization is granted funding, my organization will be required to adhere to City guidelines related to the use of funds, and will be required to provide timely reporting on the use of the granted funds to the City. I affirm that the grant funds will be used for the intentions outlined for this program.

Signature:  _____ Date: 8/30/18
Authorized Officer/Applicant

Community Action Grant Application

DIDCO For All

PROJECT SUMMARY

Please provide a comprehensive, clear and concise response to each of the questions below. If a question does not apply to your application, indicate by responding "Not Applicable."

1. Substantiating Community Need

- a. Identify and describe existing needs in the community to be addressed by the proposed activity.

The Delta Illusion Dance Company (DIDCO) is the only organized group that provides professional dance instruction, dance practices, conditioning training, and preparation for solos, duets, trios, small groups, and large groups to enter formal competitions. A multitude of different genres are regularly available to meet community interests, including: hip-hop, lyrical, jazz, contemporary, musical theater, and ballet.

DIDCO plans to provide one free ten-day, 80-hour dance instruction/practice session in November 2018 and one free ten-day, 80-hour dance instruction/practice session in January 2019 to its members and the community at large. One instructor is planned for each session.

- b. Specifically describe how the activities to be carried out directly address identified needs in the community.

The following are community needs to be addressed:

- Safe, social, healthy after-school activity
- Physical fitness, stretching, flexibility enhancement, conditioning
- Learning performing art of dance in a variety of genres
- Working together to achieve a common goal – perform as a group
- Performing in front of others to build confidence, self-esteem, self-concept
- Competing in Anchorage and other Lower 48 cities meets these needs:
 - Experience flying to new places in travel, learning about new towns
 - Camaraderie with the team
 - Higher level of dance competition outside of Alaska
 - Well-rounded extra-curricular activities for personal growth
 - Achieving personal best, work to continuously improve

This DIDCO For All project will offer free dance courses and private instruction to all DIDCO dancers and children in Bethel aged 5-17. The courses will be taught by a man and woman instructor team who are based in Florida. The project includes the travel costs to fly the instructors to Bethel, cost of instruction/practice, and per diem. DIDCO parent volunteers will provide housing accommodations. Community organizations will provide the locations for the dance instruction/practice in Bethel.

The DIDCO For All project will provide 80 hours of dance instruction over a ten-day period in November and again in January.

2. Project/Activity Goals and Outcomes

a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.

Goal 1: Offer free dance classes to the community.

- a. Objective 1: Provide dance instruction in a safe, secure environment.
- b. Objective 2: Encourage participate from all income-groups in community.
- c. Objective 3: Promote opportunity to learn new healthy, fitness activity

Goal 2: Provide a healthy activity after-school and on weekends to keep kids away from "tech-device screen time" and making bad choices, like using drugs and alcohol.

- a. Objective 1: Provide group activity in which kids are surrounded by positive role models.
- b. Objective 2: Provide opportunity for disciplined instruction and opportunity to develop self-discipline

b. Provide measurable outcomes for your project and how those outcomes will be measured.

Children who participate in DIDCO For All will accrue the following outcomes:

Outcome 1: Visible improvement in student dance ability, flexibility, and musical rhythm.

Outcome: 2: Improve participant self-confidence to perform in front of others.

Outcome 3: Master one or more choreographed dance routines.

3.

Coordination and Collaboration

a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.

LKSD agreed to allow DIDCO to use the M.E. gym and library for dance lessons, practices, and conditioning sessions.

YKHC allows DIDCO to use the Elder's Home Conference Room for dance lessons, practices, and conditioning sessions.

YKHC Fitness Center gives DIDCO a 40% discount on hourly use of the mirrored dance room.

- b. Explain how you will develop any needed collaborative relationships that are not already in place.**

DIDCO was established in 2010 in Bethel by a small group of four parents with four children who wanted to dance. The interest and enthusiasm grew over the years, such that today, DIDCO has close to 50 dancers in its ranks. DIDCO formed partnerships with YKHC and LKSD for dance space. With dance space, housing, and instructors willing to come to Bethel, DIDCO is currently in a position in which no new collaborations are necessary to accomplish its project goals and objectives.

- c. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts.**

DIDCO graduates currently offer dance classes to the public through the YK Fitness Center for a fee. No other dance instruction is available for community residents. DIDCO For All will offer free dance classes to the community that will pique interest and enthusiasm for dance. This will lead to more participation in fee-based dance classes and demand for higher-level instruction available outside of Bethel.

3. Implementation Plan

- a. If this is new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation.**

DIDCO has offered instruction/practices in November and January at a primarily high cost to the parents of the children involved. Despite the fund-raising activities conducted by DIDCO, low-income families have a difficult time paying the fees required. If funded, DIDCO For All will provide free instruction/practice in 2018-19 to all participants.

November 2018 – Ten days, 2 instructors, 140 hours of instruction/practices.

January 2019 – Ten days, 2 instructors, 140 hours of instruction/practices.

- b. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation.**

DIDCO has been dominated by girls since its inception so last year DIDCO developed the "Bethel Boyz", a hip-hop group of all-boy dancers. The Bethel Boyz group had 6 boys in it last year and has doubled to 12 boys in it this year.

Bethel Girlz emerged in end of summer 2018 from the observation of the rapid success of Bethel Boyz. The formation of Bethel Girlz has attracted 14 new girl dancers.

The DIDCO For All project will recruit more boys and girls into the world of dance: taking lessons, becoming fit, flexible, agile, confident, developing teamwork, and having fun.

4. Demonstrated Experience and Financial Information

a. Describe the applicant's (or the principal staff as it relates to the project) background, and experience in implementing the proposed activity or similar activities.

DIDCO has evolved to be a high-functioning dance company over the 8 years since its inception. It has hosted numerous dance teachers in Bethel, successful dance camps, and recitals. DIDCO dancers have performed locally for The Camai Festival, Just Desserts, LKSD Basketball Halftime Events, ME Friday Showcases, Gladys Jung's SOAR Programs, and various talent shows at the cultural center. DIDCO dancers have competed at *5-6-7-8 Showtime* in Anchorage annually since 2012. At the Showtime competition and convention, DIDCO dancers have won numerous awards and have at different times, been invited to participate in national and international dance competitions.

b. Provide a proposed budget breakdown with the following information:

Item	Description	Funding Source	CAG \$	Other \$	Total
November 2018	10-days, 140 hours of master dance instruction/practice @ \$60/hour		\$8,400		\$8,400
Airfare to fly instructors from Florida to Bethel	Cost to fly instructors from Florida to Bethel @ \$1,000/flight		\$2,000		\$2,000
Housing in Bethel	Private houses in Bethel	DIDCO parent volunteers		\$190/night In-kind	\$1900
Per Diem	Two instructors @ \$70/day each	DIDCO parent contributions & fundraising efforts		\$70/day cash	\$1,400

January 2019	10 days, 140 hours of master dance instruction/practice @ \$60/hr		\$8,400		\$8,400
Airfare to fly instructors from Florida to Bethel	Cost to fly instructors from Florida to Bethel @ \$1,000/flight		\$2,000		\$2,000
Housing in Bethel	Private houses in Bethel	DIDCO parent volunteers		\$190/night In-kind	\$1900
Per Diem	Two instructors @ \$70/day each	DIDCO parent contributions & fundraising efforts		\$70/day cash	\$700
TOTAL			\$21,000		

5. Report Back

Identify the timeframe in which you anticipate providing a report back to the City on the use of the grant funds, if awarded. Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program.

DIDCO will provide one Mid-Term Report after its November 2018 session is held with narrative and photos. DIDCO will provide one Final Report after its January 2018 session is held with narrative and photos.

CITY OF BETHEL

COMMUNITY ACTION GRANT

Overview

Purpose

The City of Bethel has established a Community Action Grant (CAG) Program to allow community organizations and individuals to request financial support from the City for civic programs or events that contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations.

The purpose of the grant program is to advance and enhance the community's opportunities, sustainability, and wellbeing. The City encourages projects and programs with components that foster community wellness, directly impact the community's vulnerable populations and/or provide civic engagement of Bethel residents and project beneficiaries.

Funding

The City Council has certain statutory and fiscal limitations on the aggregate amount of municipal funds it can set aside for donations to community projects. The amount of grant awards available to disseminate on behalf of all the applicants is dictated by the amount which is set aside by the City Council during the annual budget preparation process. The Council has committed to budget an amount equal to 20% of the revenue generated from the alcohol tax to health, public safety, and social services that offset the effects of alcohol in the community.

The amounts contributed shall be accounted for in the Community Action Grant Fund, a special revenue fund. Annual distributions to grantees from the Community Action Grant Fund cannot exceed the available resources of the Fund or other limits established by City Council.

Funding Exclusions

- In-kind donation requests, including requests for gift cards;
- Nationally-sponsored organizations (such as, but not limited to, American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way);
- Memberships, including association/chamber memberships;
- Organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, age national origin, ancestry, citizenship, veteran, disability or any other protected status;
- Organizations whose programming or policies may portray the City of Bethel in a negative light;
- Political causes, candidates, organizations or campaigns;
- Projects that send products or people to foreign countries or on domestic travel;
- Registration fees;
- Projects or programs that sponsor, endorse or provide in-kind services for any programs or events that will or may promote tobacco or marijuana products, gambling, sexually related

products or services, the sale or manufacturing of firearms or weapons, or products or services that are contrary to the interest of public health, safety or welfare;

- Requests made on behalf of another organization or by an unauthorized representative of the recipient organization;
- Scholarships and/or the payment of tuition, room, board, other expenses for college/university/vocational school or conference/training attendance;
- Third-party giving, such as funds intended for charitable redistribution;
- Tickets for contests, raffles, prizes or any games of chance or skill.

Application Process

The City of Bethel will accept applications for the Community Action Grant on a quarterly basis, per the following schedule:

Quarter 1: February 16 to February 23

Quarter 2: May 18 to May 25, 2018

Quarter 3: August 24 to August 30, 2018

Quarter 4: November 2 to November 8, 2018

Submission deadline is 11:59 pm Alaska Standard Time.

Applicants must submit the CAG application packet to cag@cityofbethel.net on or before the deadline. Late submissions will not be accepted. Incomplete submissions will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected. Applications will not be carried over from one quarter to the next.

The application packet must include completed:

- Community Action Grant Cover Page Form
- Community Action Grant Project Summary

The committee may request additional information such as the following:

- If applicable, verification of the organization's or fiscal agency's tax exempt status.
- If applicable, current and prior-year operating budget, including expenses and revenues, sources of revenue received and those pending, to include in-kind;
- If applicable, most recent annual financial statement (audited, if available);
- List of key staff members responsible for overseeing and carrying out the grant. This should include one-paragraph resumes of the key project/program staff members.

Funding Priority

Funding priority will be given to applications that demonstrate one or more of the following:

1. Advancement to or enhancement of the community of Bethel and its residents
2. Direct impact to populations impacted by substance abuse in the community
3. Community engagement
4. Healthy community activities

Review, Evaluation and Selection

All applications, regardless of amount, will be reviewed by the Community Grant Technical Review Board (Board). The Board will hold public meetings to discuss and evaluate the grant applications. Application representatives are welcome to attend the application review meetings in order to make a presentation supporting their request and respond to questions from the Board.

After review of all eligible applications, the Board will make funding recommendations to the City Council. These funding recommendations may be less than the amount requested and may be adjusted by the Council without prior notice to the applicant.

Upon receipt of the Board's recommendations, the City Council will make a final determination regarding the distribution, if any, of grant funds. City Council action will be by Action Memorandum. In making their final determination, the City Council may make amendments to the recommendations of the Board, including, but not limited to, amending the recommended amounts, and/or imposing limitations or special conditions that will appear in the grant agreement.

Applicants will be notified of any decision by e-mail within three (3) business days following City Council review. All funding decisions are final. If an Applicant is approved, grant checks will be mailed directly to the awardee within three weeks of the City Council's approval.

Agreement Requirements and Monitoring

Awardees will be required to enter into an Community Action Agreement that outlines the responsibilities of both parties. Applicants should note that liability insurance might be required. Awardees will agree to hold the City and the CAG Committee harmless from the awardee's actions.

All approved grant award winners shall maintain detailed documentation of the expenditures of grant money expenditures. In addition to the requirement to submit the documentation at the completion of the grant, Applicants shall make the documentation available to the City Clerk's Office upon request. Awardees who fail to maintain such documentation or to provide documentation upon request may be disqualified from future grant awards.

Exit Report

Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program.

Purpose

The City of Bethel established the Community Action Grant (CAG) Program to allow community organizations and individuals to request financial support from the City for civic programs or events that contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations.

The purpose of the grant program is to advance and enhance the community's opportunities, sustainability, and wellbeing. The City encourages projects and programs with components that foster community wellness, directly impact populations impacted by substance abuse.

Funding

Bethel City Council has certain statutory and fiscal limitations on the aggregate amount of municipal funds it can set aside for donations to community projects. The amount of grant awards available to disseminate on behalf of all the applicants is dictated by the amount which is set aside by the City Council during the annual budget preparation process. The Council has committed to budget an amount equal to 20% of the revenue generated from the alcohol tax to health, public safety, and social service programs that help offset the effects of alcohol in the community.

The amounts contributed shall be accounted for in the Community Action Grant Fund, a special revenue fund. Annual distributions to grantees from the Community Action Grant Fund cannot exceed the available resources of the Fund or other limits established by City Council.

Funding Exclusions

In-kind donation requests, including requests for gift cards;

Nationally-sponsored organizations (e.g., American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network, and United Way);

Memberships, including association/chamber memberships;

Organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, age national origin, ancestry, citizenship, veteran, disability or any other protected status;

Organizations whose programming or policies may portray the City of Bethel in a negative light;

Political causes, candidates, organizations or campaigns;

Projects that send products or people to foreign countries or on domestic travel; Registration fees;

Projects or programs that sponsor, endorse or provide in-kind services for any programs or events that will or may promote tobacco or marijuana products, gambling, sexually related products or services, the sale or manufacturing of firearms or weapons, or products or services that are contrary to the interest of public health, safety or welfare;

Requests made on behalf of another organization or by an unauthorized representative of the recipient organization;

Scholarships and/or the payment of tuition, room, board, other expenses for college/university/vocational school or conference/training attendance;

Third-party giving, including funds that are re-allocated to fiscally sponsored organizations;

Tickets for contests, raffles, prizes or any games of chance or skill.

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The City of Bethel will accept applications for the Community Action Grant on a quarterly basis, per the following schedule:

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Quarter 3: August 24 to August 31, 2018

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Submission deadline is 11:59 pm Alaska Standard Time.

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The application packet must include the following completed items:

Community Action Grant Cover Page Form

Community Action Grant Project Summary

The committee may request one or more of the following:

If applicable, verification of the organization's or fiscal agency's tax exempt status.

If applicable, current and prior-year operating budget, including expenses and revenues, sources of revenue received and those pending, to include in-kind;

If applicable, most recent annual financial statement (audited, if available);

List of key staff members responsible for overseeing and carrying out the grant. This should include one-paragraph resumes of the key project/program staff members.

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1. Advancement to or enhancement of the community of Bethel and it's residents
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4. Healthy community activities

Review, Evaluation and Selection

All applications, regardless of amount requested, will be reviewed by the Community Grant Technical Review Board (Board). The Board will hold public meetings to discuss and evaluate the grant applications. Application representatives are invited to attend the application review meetings in order to make a presentation supporting their request and respond to questions from the Board.

After review of all eligible applications, the Board will make funding recommendations to the City Council. These funding recommendations may be less than the amount requested and may be adjusted by the Council without prior notice to the applicant.

Upon receipt of the Board's recommendations, the City Council will make a final determination regarding the distribution, if any, of grant funds. City Council action will be by Action Memorandum. In making their final determination, the City Council may make amendments to the recommendations of the Board, including, but not limited to, amending the recommended funding amounts, and/or imposing limitations or special conditions that will appear in the grant agreement.

Applicants will be notified of any decision by e-mail within three (3) business days following City Council review. All funding decisions are final. If an Applicant is approved, grant checks will be mailed directly to the awardee within three weeks of the City Council's approval.

Agreement Requirements and Monitoring

Awardees will be required to enter into a Community Action Agreement that outlines the responsibilities of both parties. Applicants should note that liability insurance might be required.

Awardees will agree to hold the City and the CAG Committee harmless from the awardee's actions.

All approved grant award winners shall maintain detailed documentation of the expenditures of grant money expenditures. In addition to the requirement to submit the documentation at the completion of the grant, Applicants shall make the documentation available to the City Clerk's Office upon request. Awardees who fail to maintain such documentation or to provide documentation upon request may be disqualified from future grant awards.

Exit Report

Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program.

 [Community Action Grant Quarter Application Calendar\(1\).jpg](#)

CITY OF BETHEL

COMMUNITY ACTION GRANT

Review Process

The Community Action Grant Technical Review Board's role is critical to ensuring the selection of strong grant proposals. Their primary responsibility is to read grant applications, review them for scope, and determine how best to allocate the limited resources available to those programs or projects that must serve the goals and needs of the Bethel Community and its most vulnerable citizens.

General Process

Applications will be submitted to the City, per the Application Instructions. Following the submission deadline, the Ex Officio will email the complete application submissions, the individual score sheets, and the requirements of the application to each Board member.

The Board members are strongly encouraged to review the application packets, identify any questions to ask the applicants and provide individual scores for each application submitted prior to the quarterly initial review meeting.

During the quarterly initial review meeting, the applicants will be invited to attend and provide information to the Board to assist the Board in finalizing the scores. This will be an opportunity for the Board to ask for any clarifying information and to request any supplemental information that may support an application.

The Board will hold at least one additional public meeting to consider any supplemental information and finalize their individual scores. At this meeting, the members will discuss and deliberate on individual scores in order to make a final recommendation to the City Council for funding. In the event a consensus is not met between the Board members, an average of the scores may be applied as the consensus score.

Guidelines for Reviewers

Scores must be assigned based on criteria provided in the application directions. The scores should reflect the Board member's opinion on the applicant's ability to meet each criterion provided on the Grant Review Score Sheet. The reviewer cannot make assumptions about missing background or project information, only what was provided can be evaluated. Additionally, it is important that the scores be based on substance. A high-quality application is not always going to be grammatically perfect. A reviewer should judge the substance of an idea, rather than the manner in which it is presented.

When individually reviewing the application submissions, reviewers should make thoughtful comments to justify their individual score, commenting on both strengths and weaknesses.

Steps for the Board in Reviewing and Rating the Applications

1. Read the application guidelines and instructions.

- It may be difficult to fairly evaluate a proposal unless you have an understanding of what has been asked.
2. Review the Grant Review Score Sheet.
 3. Skim all of the applications before you begin scoring.
 - Understand how the applications relate to one another in terms of general strengths and weaknesses.
 4. You will rate the applications on a numerical scale.
 - Assign a score for each question on the score sheets.
 - Provide specific comments about strengths and weaknesses on the score sheet that justify your score and identify any issues that may need to be clarified.
 - Bring the completed score sheets to the initial review meeting where representatives of the applicants will be available to provide clarification on any questions or concerns.
 5. Consensus Scoring and Recommendation to Council.
 - Consensus scores and final recommendations will be determined at the second meeting.
 - If the Board cannot come to a consensus, then scoring will be based on averages of score totals.
 - The Recommendation to Council shall include the suggested funding amount as well as the project summary and scores. The Ex Officio will have a draft of the AM available at the meeting for the Board members to amend.

Review Criteria

Description of Criteria	Score
Request Summary & Project Details	Total 80
Project description	10
Statement of need	10
Estimated number of people this project will impact	10
Documented community support for the project	10
Explanation on how the impacts of the project will be measured	10
Goals are clear and objectives measurable	10
Matching dollars/in-kind services/contributed labor/ etc.	10

Identify individuals involved with the project with their roles and relevant experiences.	10
Budget For Project	Total 30
Budget complete, clear and detailed	10
Proposed expenses are reasonable	10
Revenue and expenses balance on project budget, including matching funds, if applicable	10
Subjective Criteria	Total 60
Meets community needs	10
Strength of the plan and idea	10
Applicant appears capable	10
Project meets funding priorities	30

CITY OF BETHEL
COMMUNITY ACTION GRANT
Agreement

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559
PHONE: 907-543-2072
EMAIL: CAG@CITYOFBETHEL.NET
WEBSITE: www.cityofbethel.org

In consideration of receiving a Grant in the sum of \$_____ from the City of Bethel, Community Action Grant Program, _____ (hereinafter "Grantee"), agrees to accept such grant in accordance with the terms and conditions set forth below:

Grant Purpose: _____

1. Time within which the grant is to be used: The grant funds should be used within the time frame outlined in the application submitted, but not to exceed one year from the date of Grant approval by the City Council;
2. To be solely responsible for the expenditure of granted funds and any and all services or materials involved in the grant;
3. To use such funds only for the specified purpose of the grant and to promptly repay any portion of the grant which is not used for such purposes within the time allotted;
4. To make all efforts to acknowledge Grantor as a contributor when publicizing/promoting the project;
5. Upon completion of the grant purpose, but not later than three months from the date of this grant, to submit a written follow-up report to the Grantor, using the Exit Report.

The Grantor is given permission by the Grantee to appropriately use information (including photos) and refer to activities and impact provided by this grant unless otherwise agreed upon in writing and

Signed by or on behalf of the Grantor and Grantee as follows:

Grantor: City of Bethel
PO Box 1388
Bethel, Alaska 99559

Grantee: _____

City Manager Signature

Date

Grantee Signature

Date

CITY OF BETHEL COMMUNITY ACTION GRANT Application

COVER PAGE

Applicant Information

Applicant Name: _____

Business License #s (if applicable): _____

Applicant Address: _____

Contact Person: _____ Email Address: _____

Daytime Phone: _____ Cell Phone: _____

Grant Request Information

Grant Amount Requested:	\$	
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Program/Project Title and Summary:

Date When Funds Are Needed: _____

Project Beginning and End Date: _____

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

I affirm that if my organization is granted funding, my organization will be required to adhere to City guidelines related to the use of funds, and will be required to provide timely reporting on the use of the granted funds to the City. I affirm that the grant funds will be used for the intentions outlined for this program.

Signature: _____ Date: _____

Authorized Officer/Applicant

PROJECT SUMMARY

Please provide a comprehensive, clear and concise response to each of the questions below. If a question does not apply to your application, indicate by responding “Not Applicable.”

1. Substantiating Community Need

- a. Identify and describe existing needs in the community to be addressed by the proposed activity.
- b. Specifically describe how the activities to be carried out directly address identified needs in the community.

2. Project/Activity Goals and Outcomes

- a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.
- b. Provide measurable outcomes for your project and how those outcomes will be measured.

3. Coordination and Collaboration

- a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.
- b. Explain how you will develop any needed collaborative relationships that are not already in place.
- c. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts.

4. Implementation Plan

- a. If this is a new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation.
- b. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation.

5. Demonstrated Experience and Financial Information

- a. Describe the applicant’s (or the principal staff as it relates to the project) background, and experience in implementing the proposed activity or similar activities.
- b. Provide a proposed budget breakdown with the following information:

Budget Items:	Description of Budget Items:	Name of Funding Source:	Enter Dollar Amount		Total:
			CAG	Other	

6. Report Back

Identify the timeframe in which you anticipate providing a report back to the City on the use of the grant funds, if awarded. Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program.

CITY OF BETHEL COMMUNITY ACTION GRANT Score Sheet

Applicant Information

Applicant Name: _____

Contact Person: _____

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

Grant Request Information

Grant Amount Requested:	\$	
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Program/Project Title and Summary:

Criteria	Points Possible	Score
Request Summary & Project Details	80	
Project is clearly described	10	
Application includes a statement of need	10	
Estimated number of people this project will impact	10	
Documented community support for the project	10	
Explanation on how the impacts of the project will be measured	10	
Goals are clear and objectives measurable	10	
Matching dollars/in-kind services/donated labor	10	
Identify individuals involved with the project with their roles and relevant experiences.	10	
NOTES		

Criteria	Points Possible	Score
Budget For Project	30	
Is budget complete, clear and detailed	10	
Proposed expenses are reasonable	10	
Income and expenses balance on project budget including matching funds if applicable	10	

NOTES

Criteria	Points Possible	Score
Subjective Criteria	60	
Meets community needs	10	
The strength of the plan and idea	10	
The applicant appears capable	10	
Project meets funding priorities	30	

NOTES

Total Points	170	
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Reviewer Name: _____ Date: _____

EXIT REPORT COVER PAGE

Applicant Information

Applicant Name: _____

Applicant Address: _____

Contact Person: _____ Email Address: _____

Daytime Phone: _____ Cell Phone: _____

Program/Project Title and Summary:

Project Beginning and End Date: _____

Submission for: 20____ Quarter 1 Quarter 2 Quarter 3 Quarter 4

Exit Report Summary

Please provide a comprehensive, clear and concise response to each of the questions below. Attach additional sheets as necessary.

- Describe how the grant funds helped the purpose of your organization and the goals of the Community Action Grant Program?
- What measurable value did the grant program provide to the citizens of Bethel?
- How many of the goals and objectives were you able to accomplish? What do you attribute led to the success or inability to meet the goals and objectives?
- Do you feel the project was a success? Why or why not? What would you do differently if you were given a second opportunity to provide the project?
- Provide a detailed budget listing of the projects revenues and expenses. (Demonstrate clearly how the funds were spent). ** Receipts and all supporting documentation must be submitted with the exit report and retained for a period of three (3) years following the completion of the project. Electronic submission of the exit report and receipts is preferred.



City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388
907-543-1386
Fax # 543-1388
Website: www.cityofbethel.org

To: Community Action Grant Technical Review Board

From: John Sargent, Grant Manager

Subject: CAG Award Update

Date: August 31, 2018

I sent an email to each CAG award recipient on August 31, 2018 to request an update on the progress of their project. The email also asked when they intended to complete the CAG exit report.

The City of Bethel issued the following six CAG awards to date:

Quarter 1 – AM Approved 3/27/18	Project	Award
Friends of the Kuskokwim Consortium Library	Hire a Jesuit Volunteer Adult Services Coordinator	\$12,000
Bethel Search and Rescue	Search costs: fuel, oil, parts, gear.	\$10,000
Orutsararmiut Native Council	Community Wellness Gathering & 18 bi-weekly mtgs.	\$5,000
YK Fitness Center	Offer free women's self-defense class.	\$1,300
Quarter 2 - AM Approved 6/26/18	Project	Award
Hope in Alaska/Camp Hope	Fund Camp Hope expenses on Kuskokwim River	\$10,000
Sackett Hall (UAF-Kuskokwim Campus)	Dorm Activities Coordinator position (part-time)	\$3,872.50

Community Action Grant Awards

Progress Updates Received by Packet Production Time

For September 5, 2018 CAGTRB Meeting

ONC – Community Gathering & Biweekly follow-up meetings

By Ina Pavila, MSPI Coordinator

Email: Thank you so much John. The community wellness gathering at the Cultural Center was a big success, we overheard from one of the attendees that it was the best gathering that they have gone to. I need to work on the expenditures, and can get that to you. We would have exceeded the \$5,000, but we used some money from our MSPI funds for the contractual work for the elders. I can get that to you by Tuesday next week. If not sometime this morning. We are going to continue having our follow-up gatherings at the Multipurpose building and if we have any money left over will use that for food which is an essential part of our culture for gatherings and hosting. I am so very appreciative of your generosity. With the grant that you awarded, you as the city were one of the tools for people(s) healing. Quyana.

Friends of the Kuskokwim Consortium Library

By Theresa Quiner, Librarian

Telephone call: The library hired a Jesuit Volunteer on August 15, 2018 to serve at the Volunteer Adult Services Coordinator until the end of the JV work year: July 31, 2019. She has been in training during her first three weeks on the job. She is about to work on fall programming for several programs, including “Homeless Connect.” The \$12,000 in funding given to the library will fund all stipend costs associated with this position.