



Ketchikan Gateway Borough

Community Grant Committee Guidelines

Program Overview

Thank you for serving on the Ketchikan Gateway Borough Community Grant Committee. The Borough's grant program is designed to support projects and programs that meet the needs and desires of the community of Ketchikan.

The overall intent of this program is to fund supplemental services and programs that enhance the community and are not currently offered by the Ketchikan Gateway Borough. The Borough recognizes the role of these organizations in advancing the above-stated priorities.

Committee members are essential in recommending the fair and equitable distribution of grant funds, and in helping staff confirm that agencies have completed the work they state in the applications.

Program Timeline

January

- Grant funding is prioritized and authorized through the annual Borough Assembly budgeting process. The Assembly will establish a total dollar amount available for grant funding at its annual Policy Session.

February

- Application process opens. The application for the new fiscal year is available on the website. Although individual notices are not sent to past funding recipients, notices will be posted on the Borough web site and distributed through social media. It is the responsibility of interested organizations to reapply during each funding cycle.
- Program guidelines, applications, and other forms are available at <https://www.kgbak.us/860/Community-Grants>

March

- Applications due early March.
- Staff will make the applications available to committee members.
- For current grantees, Staff also compiles progress reports submitted to date, and makes them available as well.

- Each Committee member will separately review all the applications and other materials, and independently complete the Criteria Evaluation Form. The Evaluation Forms will be submitted to Borough Staff by the deadline provided, generally one week before the public meeting. Any notes or marks on the evaluation forms become public information.

April

- Prior to the public meeting, Staff will provide a compiled summary of the evaluation forms.
- At the public meeting, Committee members may discuss any and all community grant applications, evaluation criteria, and performance on prior grant awards. After discussion, the committee will make funding recommendations to the Borough Assembly, within the funding total authorized by the Assembly.
- If the available funding is insufficient to fund all the grants requested, the Committee may choose to recommend funding only some of the applications; funding applications at a reduced level; or some combination thereof.
- The Committee is not obligated to recommend funding all the grants requested, nor is the Committee obligated to recommend funding at prior year levels.

May

- The funding recommendations would be included in the Draft Borough Budget, which is introduced at the first Assembly meeting in May. Grant amounts may be amended by the Assembly during the introduction or adoption of the Borough Budget.

Funding Criteria

The Grant Committee will base its funding recommendations to the Assembly on the initial total grant funding available as established by the Assembly and the following criteria:

- Does the history, mission and program purpose align with Ketchikan Gateway Borough priorities?
- Does the requesting organization have the funding, infrastructure, knowledge and experience to meet the stated objectives?
- To what degree does the proposed program address a potential unmet need related to the Ketchikan Gateway Borough priorities of education, animal protection, economic development, recreation, or transportation?
- Are proposed measurements to evaluate the success of the program well defined?
- Is the request proportionate with expected benefits?
- If the organization was not funded the year prior, did the entity:
 - Provide proof of IRS tax exempt status and/or non-profit certificate of incorporation with State of Alaska?
 - Provide a current capital and/or operational budget that is sustainable and realistic?
 - Provide proof of success in securing other funding sources?

- If the organization was funded the year prior, did the entity:
 - Comply with all Borough grant reporting requirements in a timely fashion?
 - Meet proposed outcomes and metrics in its prior application with supporting data?

General Committee Information

The committee is appointed by the Borough Assembly and is advisory to the Assembly. As such, committee members must adhere to applicable laws that apply to Borough public officials. These laws include, but are not limited to: the Open Meetings Act, Borough ethics/conflict of interest code, and public records laws.

Applicable Guidance under the Alaska Open Meetings Act (OMA) – AS 44.62.310

- Meetings of the committee must be properly noticed by the Clerk’s Office, and must be open to the public.
- A majority of the members of the committee may not gather (electronically or in person) to discuss topics covered by the committee.
- The public has the right to be aware of all of the committee discussions, meetings, and must be allowed to participate in those meetings.

Applicable Guidance under the Borough’s Conflict of Interest Code – KGBC 2.20

- Borough officials may not engage in any actions or decision-making in which they – or a family member – may gain or lose a personal or financial benefit.
- A fair and open government requires that the borough elected and appointed officials and borough employees conduct the public’s business in a manner that preserves the integrity of the governmental process and avoids conflicts of interest.
- The Borough’s Conflict of Interest Code section can be found on the Borough’s website at [KGBC 2.20](#).

Applicable Guidance under the Borough’s Public Records Code – KGBC 2.120

- All communications, documents, correspondence, and conversations, regardless of format, between committee members, staff, and the public, may be a public record.
- Treat every communication and document as if it can be provided to the public.
- The Borough Clerk’s Office will process public records requests.
- There are a few qualifying exemptions from public records, including proprietary and personal information. Staff will review all grant submissions for confidential information prior to providing materials to the committee.
- The Borough’s Public Records Code section can be found on the Borough’s website at [KGBC 2.120](#).

Additional information can be provided by the Clerk’s Office.