Community of Valdez Strategic Plan
Milestone Support Application

Milestone Name/Title:		**Community of Valdez Strategic Plan Goal and Objective Area(s):**	Goal(s): Objective(s):
Responsible Party (Applicant):		**Submission Date:**	

APPLICATION INSTRUCTIONS

Please review the entire packet of forms prior to starting your application. The application forms are self-explanatory. Do not omit any of the requested information or required attachments. If an item does not apply to your program, note "N/A" for that item. A checklist is attached in this packet for your use.

The application for resources is a competitive process. It is projected that the total amount of funding requested will exceed the amount of money available. A detailed application containing a comprehensive proposal and realistic funding request is essential.

One (1) SINGLE-SIDED COPY of your complete application packet is due by **5:00 p.m. on April 5, 2013.** Failure to comply with the deadline will be grounds for rejection of the application.

Mail to:

City of Valdez
Post Office Box 307
Valdez, Alaska 99686
ATTN: Finance Department

or Deliver to:

City of Valdez
212 Chenega Avenue
Valdez, Alaska 99686
ATTN: Finance Department

If you need assistance, contact the Finance Department at 835-4313.

Applications due April 5, 2013
http://www.ci.valdez.ak.us/index.aspx?nid=314

Capitalizing on the intrinsic qualities of our area and its people;
creating a place our grandchildren will be proud to call home.

Requirements for support recipients (non-City departments)

INSURANCE REQUIREMENTS: Insurance requirements for non-municipal recipients of City support will include:

A certificate of insurance naming the City of Valdez as additional insured must be in effect during the entire contract period, including the following:

- Worker's Compensation as required by Alaska Statutes and Employer's Liability in the amount of $100,000.
- Comprehensive General Liability to include premises operation, contractual liability, and personal liability in a minimum amount of $1,000,000 combined single limit.
- Comprehensive Auto Liability - $500,000 per accident (for programs requiring the use of vehicles owned and/or hired)

AUDIT REQUIREMENTS FOR REQUESTS OF $100,000 OR MORE:

The City of Valdez requires non-municipal recipients o City receiving $100,000 or more in the organization's fiscal year to conduct an independent audit by certified public accountant that is in conformity with generally accepted accounting principles in the United States of America. A copy of the financial statements and all audit findings must be submitted to the City of Valdez within 30 days after recipient receives the audit report.

Future requests will only be considered if prior year audits are on file with the City of Valdez as described above. If most recent audit is still pending at the date of application the City of Valdez must receive written notice of the audit status with the submittal.

Organization/Agency Information

Organization or Agency Name: _____

Year incorporated: _____

Address: (included street address if different) _____

Chief Executive's Name and Title: _____

Contact's Name and Title (if different**):** _____

Telephone: _____ **Fax:** _____

E-Mail: _____

Organizational Demographics:

Number of full time staff: _____ **Part time staff:** _____ **Volunteers:** _____

Total Operating Budget for Current Fiscal Year:$ _____

Fiscal Year: _____ _____

From **To**

Capitalizing on the intrinsic qualities of our area and its people;
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Organization's Sources of Income:

Federal	_____%
State	_____%
City	_____%
Corporate and/or Foundation Grants	_____%
Individual Contributions	_____%
Special Events	_____%
Memberships	_____%
Fees/Earned Income	_____%
United Way	_____%
Other Workplace Campaigns	_____%
Other	_____%

Milestone Information

Milestone support is restricted to a specific project, program, initiative, or capital project. Funds may not be used to support previously approved operating expenses.

Each application will be evaluated on its own merits according to the following criteria:

- Closeness of fit with the Community of Valdez Strategic Plan Goals and Objectives;
- Significance of the need to be addressed;
- Potential to achieve significant and enduring results;
- Capacity of the applicant to accomplish its goals and objectives; and
- Appropriateness of the budget.

Project or program name: _____

Type of support requested
Funds (Amount): $ _____ **Municipal staff time (est. hours): _____**
In-kind (type): _____ **Other: _____**

Time frame in which support will be used _____ _____
From To

Is this a multi-year effort? _____

Is this a new initiative or an ongoing effort? _____ If this is request is for the second (or subsequent) year of a previously supported project, what would be the impact of reduced or no additional support? _____

Total project cost: $ _____ **Percent this request of project total: _____%**

Additional sources of funding or support (obtained or to be requested from):

_____

How does this request leverage City support? _____

_____

Project or Program Topic Area:

- ☐ **Economic Development**
- ☐ **Education**
- ☐ **Health Care/Healthy Living**
- ☐ **Social Services**
- ☐ **Recreation**
- ☐ **Culture**
- ☐ **Infrastructure/Energy**
- ☐ **Land Use**
- ☐ **Other**

Proposal Narrative

1. Applicant Organizational Background

Include organizational mission statement and purpose, organizational qualifications, history of accomplishments, governance, area and population served, role of volunteers. (If this is a collaborative effort, describe the lead agency and its relation to others involved or how it will leverage public/private partnerships.)

2. Project or Program Description and Needs Statement

   A. Describe the scope of the project.
   B. Identify the needs your this project will address. How will your proposal address these needs specifically?
   C. Describe the project goals, objectives, timeline, and anticipated impact.
   D. Acknowledge similar existing projects, if any, and explain how your proposal differs, and what effort will be made to work cooperatively
   E. How does the project or program fit within your organization's strategic plan? Rank this project's level of importance in achieving your organization's mission (high, medium or low).
   F. Does this project address a regulatory requirement or health and safety issue?
   G. Expected role of volunteers.
   H. Number and types of people who will benefit from your proposal.
   I. How will you monitor your work and how will you measure success or effectiveness? What baseline data supports measures of progress?
   J. Where do you expect to find future support for this project? How will your organizations support this project or program in the future? If this request is for new

or expanded infrastructure, how will the organization cover the cost of on-going maintenance?

4. Appropriateness to Community of Valdez Strategic Plan

How does this Milestone support one or more goals and objectives that are important to the community as a whole? How does it build upon Valdez's strengths or opportunities (or address weaknesses or challenges) as outlined in the Strategic Plan?

If applicable: How does this project fit within your organization's strategic plan? How does your organization's strategic plan support the Community of Valdez Strategic Plan?

5. Additional Information

Please address here anything else about your organization or project you think is relevant to this proposal.

Attachments

In addition to the application information, please attach the following:

1. Verification of tax-exempt status under Section 501(c)(3) of the IRS code (if applicable).
2. List of current board members (include member affiliations and any other pertinent information).
3. List of key organizational staff, including titles and main functions.
4. IRS Form 990 (if available).
5. Most recent audited financial statement (if available).
6. A one-page summary of actual income and expenses for the past two complete years; a one-page listing of funding sources and amounts received from these sources over the past two years.
7. Organization's current year operating budget.
8. A detailed budget of the project for which funds are being sought.
9. Organization strategic plan (if available).
10. If the project for which you are seeking funds is a collaboration with other agencies, include letters or other documentation from the collaborating agencies.