



## Community Action Grant Overview

### Policy

The City of Utqiagvik (“City” or “Utqiagvik”) has established a Community Action Grant (“CAG”) program to allow community organizations and groups 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 Utqiagvik.

The purpose of the CAG 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 Utqiagvik residents and project beneficiaries.

### Funding

The City Council has certain fiscal limitations on the aggregate amount of municipal funds it sets aside annually for donations to community projects/programs. The amount of CAG funding available to disseminate on behalf of all the applicants in each fiscal year is dictated by the amount, which is set aside by the City Council during each annual budget preparation process.

Each applicant may only receive CAG funds **once** during a rolling six (6) month period.

### Funding Exclusions

CAG funds are prohibited from being used on: (a) 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; (b) political causes, candidates, organizations, or campaigns; (c) sponsorship, financial support, and active involvement in any religious activity; or (d) any activity that violates local, state, or federal law.

### Application Process

Applicants must submit the CAG Application to **mayor@utgiagvik.us**. Incomplete submissions will be returned for completion. **Applications must be submitted at least ten (10) days prior to any City Council meetings**, and a representative from the organization/group must attend that City Council meeting in person to answer any questions members of the City Council might have. Please provide prompt notice if a representative is unable to attend that City Council meeting. The application will be tabled for a future City Council meeting when a representative is available.

#### **In order to apply for CAG funding, you must:**

- Read and understand this [Overview](#).
- Complete, sign, and submit the [Application](#) to the Mayor; email is preferred.

#### **If you receive CAG funds, then:**

- Keep detailed records and receipts of how the CAG funds are spent.
- Complete, sign, and return the [Exit Report](#) within 30 days of expenditure to the Mayor. Retain a copy of Exit Report and receipts for your own records.



COMMUNITY ACTION GRANT  
APPLICATION

**Application Information**

Name of Organization/Group: \_\_\_\_\_

Business License Number(s) (if applicable): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Community Action Grant (“CAG”) Request Information**

CAG Amount Requested: \_\_\_\_\_

Will you accept less funding than the amount requested (please circle one)?      YES / NO

If you circled YES, explain how your planned project or program could operate with reduced funding?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date When Funds are Needed: \_\_\_\_\_

Project Beginning and End Date(s): \_\_\_\_\_

Submission Date: \_\_\_\_\_

Have you received CAG funds in the previous 12 months (please circle one)?      YES / NO

Provide any previous dates upon which you have received CAG funds: \_\_\_\_\_

I affirm that if my organization, group, or self is granted funding, we will be required to adhere to City guidelines related to the use of those CAG funds, and will be required to provide timely reporting on the use of the granted funds. I affirm that grant funds will be used for the intended purposes outlined for this program or project. On behalf of my organization, group, participants, and myself, I grant the City full permission to use any photographs, videotapes, video clips, or recordings relating to my/our use of CAG funds for publicity purposes by the City. **I expressly consent on behalf of all minors who will participate if their image is used by the City.**

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Authorized Officer/Applicant: \_\_\_\_\_

## PROJECT SUMMARY

Please provide a comprehensive, clear, and concise response to each of the questions below. Awardees will be required to provide the City with a written Exit Report within 30 days of completion of the project/program. You can find the Exit Report on City's website (<https://www.utqiagvik.us>).

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

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2. Describe other fundraising efforts used to raise funds for the proposed project:

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

Item or Expense:	Cost:	Proposed Funding Source (CAG or other funds?):



COMMUNITY ACTION GRANT  
EXIT REPORT

**Application Information**

Organization/Group Name: \_\_\_\_\_

Amount of Grand Funding Awarded: \_\_\_\_\_

Project Beginning and End Date: \_\_\_\_\_

Submission Date of Exit Report: \_\_\_\_\_

**Exit Report Summary**

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

1. Describe how the grant funds achieved the purpose of your organization and the goals of the Community Action Grant program (the “CAG”)?

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2. Provide the following information regarding how the CAG funds were spent. Any available receipts and supporting documentation should be submitted with this Exit Report. Electronic submission of this Exit Report and receipts is preferred.

Item or Expense:	Amount of CAG Funds Used:	Other Funds Used (amount & funding source):	Total Amount Spent:

3. Submit photographs, videos, and/or testimonials of the event that the City may use for promotional purposes.

I affirm that my organization, group, or self has adhered to City guidelines related to the use of CAG funds. I affirm that any grant funds received have been used for their intended purposes outlined in the Application submitted. On behalf of my organization, group, participants, and myself, I grant the City full permission to use any photographs, videotapes, video clips, or recordings relating to my/our use of CAG funds for publicity purposes by the City. **I expressly consent on behalf of all minors who participated if their image is used by the City.**

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Authorized Officer/Applicant: \_\_\_\_\_