

# COMMUNITY DONATION REQUEST



## Community Donation Request Policy

### Overview

The City of Utqiagvik (“City” or “Utqiagvik”) has established a Community Donation Request (“CDR”) program to allow community individuals, 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 CDR 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 CDR 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.

Individuals, organizations or groups should submit requests for donations as a group or organization. Having individual members of a group or organization apply for individual funding to evade the group or organizational funding limits may result in the denial of all such requests. Similarly, individuals and groups/organizations submitting requests for the same activities or purposes will be denied.

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

**Individual Request Maximum Amount:** \$500.00

**Group Request Maximum Amount:** \$1000.00

**In-Kind Donations:** In lieu of cash payment the City Council may provide City of Utqiagvik Swag or free city usage for birthday celebrations (i.e. free 3 hour rental for the Youth Center/Roller Rink, one month free pass for the Piuraagvik, etc.)

The City Council will attempt to balance the funds throughout the fiscal year. If there is an excess amount of unspent funds approaching the end of a fiscal year, the City Council may adjust the donation amounts that exceeds the regular maximum amounts noted above.

### Funding Exclusions

CDR 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 In order to apply for CADR funding, you must:

- Applicant(s) must complete, sign, submit the CDR Application to [donation@utgiagvik.us](mailto:donation@utgiagvik.us). Incomplete submissions will be returned for completion. Applications must be submitted at least ten (10) days prior to any City Council meetings. Be sure to include relevant supporting documents (budget, letter, invitation).
- Applicant(s) must attend the City Council meeting in person to answer any questions from the City Council. Please provide prompt notice if a representative is unable to attend the meeting. The application will be tabled for a future City Council meeting when a representative is available.
- Applicant(s) must have resided in Utqiagvik for at least 30 days or more.

## Community Donation Request Application



Individual:  Organization/Group:  Date of Application: 12/21/2023

### Applicant Information

Name of Individual or Organization/Group: Senior Class of 2024 Barrow High School

Federal EIN# \_\_\_\_\_

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

Applicant Address: PO Box 960 Barrow AK 99723

Contact Person: Katrina Matumeak Email Address: katrina.matumeak@nsbsd.org

Daytime Phone: 907-852-9601 Cell Phone: \_\_\_\_\_

### Community Donation Request (“CDR”) Request Information

Amount Requested: \$1,000

Dates & Location of Event: May 21-16, 2024 Washington D.C. and New York City Senior Class Trip

How many youth, adults, and or/elders are involved: #Youth 13 #Youth 4 adults #Elders: \_\_\_\_\_

Have you received CDR funds in the previous 12 months (please circle one)? YES / NO Provide any previous dates upon which you have received CDR funds: \_\_\_\_\_

### PROJECT SUMMARY

Please provide a comprehensive, clear, and concise response to each of the questions below.

1. Describe the overall goals, objectives, and activities to be accomplished by the proposed project: \_\_\_\_\_  
The tour will provide all students who participate with the opportunity to expand their knowledge of the world, understand more about new people, places, and cultures, discover more about themselves, and grow more confident and independent.

2. List all donations received and pending from other organizations including the organization making the donation and the amount. We have requested but not received donations from other companies and local businesses. We have participated in multiple fundraising efforts to help earn money for the senior graduation and class trip.

3. Provide a proposed budget breakdown with the following information (use graph below and attach any supporting documents to this application: \_\_\_\_\_

Item or Expense:	Cost:	Proposed Funding Source (CDR or other funds?):
Student Ticket Cost	\$3,339 X 13	other
Chapereon Ticket Cost	\$3,789 X 4	other

**Agreement**

I affirm that my organization, group, or self has reviewed the overview and policy above, and adhere to the City of Utqiagvik guidelines related to the use of CDR funds. I affirm that any 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 CDR funds for publicity purposes by the City. I agree to submit photographs, videos, and/or testimonials of the event that the City may use for promotional purposes.

**I expressly consent on behalf of all minors who participated if their image is used by the City of Utqiagvik.**

Organization Name (when applicable): Senior Class of 2024 Barrow High School

Signature:  Date: 12/21/2023

Name & Title of Authorized Officer/Applicant: Senior Class Advisor

**CITY OF UTQIAGVIK | OFFICE USE ONLY**

Prior year donations received, if any:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current year donations received, if any:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IRS determination letter and IRS Form W-9 attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utqiagvik resident for at least 30 days or more:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Council approved: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date approved: _____	Amount approved: _____	